ERM Overview

Employer Reporting and Maintenance

User Manual

Employer User

INPRS

INDIANA PUBLIC RETIREMENT SYSTEM

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Introduction to the ERM Application for Employer Users

Due to recent Indiana State legislation, all employers who report contributions to one of the INPRS Funds must report these contributions electronically. The Employer Reporting and Maintenance (ERM) application was developed to serve as the tool for reporting these contributions to INPRS and to help make employers' interactions with INPRS less complex and more efficient.

For employers that participate in multiple Funds (for example: PERF/TRF or PERF/'77), ERM is a one-stop application. Employers no longer need to access multiple systems to perform certain duties. The ERM application allows employers to maintain employer-related information, enroll new members, maintain member information and submit wage and contribution data for each member, all in one location.

The main sections of the ERM application are:

- Employer Management
- Member Management
- Wage and Contribution
- Administration
- Reporting

This User Manual introduces you to the employer functions available in the ERM application. For more specific information on each function, refer to the corresponding User Manual.

Glossary of Important ERM Terms

The following are some important terms you need to know in order to carry out duties in the ERM application.

ADJUSTMENT – A correction to a submitted wage and contribution transaction. This can be a positive or negative adjustment and can affect any wage or contribution field.

BULK UPLOADS – Bulk uploads allow a large amount of data to be submitted in one file upload. Data is entered into a single file, which is uploaded to the ERM application.

CONTACT TYPES – When creating or adding a Submission Unit contact, you must identify a contact type for that person. Here is a list and description of those types, along with any Fund they are associated with:

- *Authorized Agent* – This person, named by the Submission Unit's board, is the first line of contact for all Fund matters. He or she may assign tasks and roles to others but is ultimately the responsible party and is authorized to accept pension liability. This contact type is required for PERF and may be modified only by INPRS Staff Users.
- *Authorized Agent – Clerk-Treasurer* – This person, assigned by statute for a town or third-class city, is the Authorized Agent for all Fund matters and is authorized to accept pension liability.
- *Authorized Agent – Controller* – This person has the role of an Authorized Agent and the titles and duties of a Controller.
- *Authorized Agent – Trustee* – This person has the role of an Authorized Agent and the titles and duties of a Trustee.
- *Chief* – This person is responsible for overall administrative duties for '77 Fund Submission Units.
- *Other Contact* – This person should be contacted only if a concern doesn't fall into another category.
- *Pension Secretary* – This person is the liaison between members and their Submission Units. This person also helps members file for retirement or survivor benefits and understands statutes of the '77 Fund.
- *Personnel* – This person is the contact for new enrollment-related questions.
- *Rate Letter* – This person receives the rate letters.
- *Retirement* – This person is the contact for retirement-related questions.
- *Superintendent* – This person is the head of a school corporation. Often, the Superintendent functions as the security agent for the corporation and assigns ERM security roles to other staff. Generally, the Superintendent is contacted only if all other listed contacts are not responding. This person is the Authorized Agent for a corporation, ultimately responsible for all Fund matters and authorized to accept pension liability. This contact type is required for TRF and may be modified only by INPRS Staff Users.

- *Treasurer/Finance* – This person is responsible for ensuring that funds are available for wages and contributions.
- *Wage and Contribution* – This person is responsible for submitting wages and contributions for a Submission Unit and should be contacted if there are any issues with those submissions.

COVERED POSITION – An employment position designated by Indiana Code or the employer/Submission Unit as required to participate in an INPRS Fund. For a member to be enrolled in an INPRS Fund, he or she must work in a covered position.

EFFECTIVE DATE – This is the date that an addition/change takes effect in the ERM application. Several fields within ERM are controlled by effective dates. For example, an Employer User adds a new address for a Submission Unit account and types the effective date of April 1, 2011. INPRS will not use the new address for any correspondence until that effective date.

EMPLOYER – In ERM, the relationship between an employer and a Submission Unit is like a parent-child relationship. The employer is the parent, and the Submission Unit is the child. Each parent (employer) can have multiple children (Submission Units), but each child (Submission Unit) can only have one parent (employer).

EMPLOYER USER – This is an individual, employed by an organization that participates in one of the INPRS retirement plans, with the proper security role(s) to perform certain functions in the ERM application.

EMPLOYER USER SECURITY ROLE – When adding Employer Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which dictates the activities a User can complete. Some security roles give limited access, while others let Users complete nearly every activity. Here is a list and description of those roles:

- *Enrollment Administrator* – This Employer User can enroll members into the Submission Unit and resolve all member enrollments sent to the Exception Queue. This person can also view member reports.
- *Member Administrator* – This Employer User can manage member accounts, update member information and resolve member management transactions sent to the Exception Queue. This person can also view member reports.
- *Member Viewer* – This Employer User has view-only access to member data, including member reports.
- *Payment Administrator* – This Employer User can view the payment administration screen, enter and update bank account information, and authorize payment on wage and contribution entries.

- *PERF Pension Relief Administrator* – This Employer User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *PERF Retirement Administrator* – This Employer User may access the *PERF Online* hyperlink, which includes:
    - Estimate Retirement Benefit
    - Upload Pension Relief
    - PERF Regular Retirement Application
- *Security Administrator* – This Employer User can add other Employer Users and assign and modify security roles for new and existing Users in the Submission Unit. This person can also view the security report, and add/modify employer and Submission Unit addresses, contacts and phone information.
- *Wage and Contribution Administrator* – This Employer User can carry out these wage and contribution activities:
    - Bulk upload wage and contribution entries and adjustments.
    - Submit online wage and contribution entries and adjustments.
    - View wage and contribution reports.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - View a full Social Security Number (SSN)
    - Add/verify payroll calendar information upon initial login.
    - Modify/Submit Resolution Form (PERF Only)
- *Wage and Contribution Operator* – This Employer User can enter wage and contribution transactions either online or via file upload.
- *Wage and Contribution Viewer* – This Employer User has view-only access to the payment administration screen and employer data, plus wage and contribution reports.

ERM – The acronym stands for Employer Reporting and Maintenance. This application is used to enroll members and maintain member information, plus submit member wage and contribution data.

EXCEPTION QUEUE – If a transaction entered into the ERM application – either via online entry or bulk upload – contains errors or is waiting on more information, it will be placed in the Exception Queue. Additional action must be taken on such a transaction before it is accepted by ERM and becomes effective. Some examples of why a transaction is put in the Exception Queue are:

- Member's birth date is after the member's hire date.
- SSN/Pension ID/Last Name combination on a transaction within a bulk upload does not match any SSN/Pension ID/Last Name combination in the ERM application.
- Statewide Baseline Examination results are needed ('77 Fund only).

- Wages and contributions are submitted for a member not enrolled in the Submission Unit being reported.
- Member has the option of being enrolled in the ASA Only Plan but hasn't made an election yet.

FUND – A retirement plan in which a Submission Unit participates. Funds, all under the INPRS umbrella, are:

- 1977 Police Officers' and Firefighters' Pension and Disability Fund (also known as '77 Fund) ('77)
- Indiana State Teachers' Retirement Fund (TRF)
- Judges' Retirement System (also known as Judges' Fund or 1977 and 1985 Judges' Retirement System) (JU)
- Legislators' Retirement System (LE)
- Prosecuting Attorneys' Retirement Fund (PA)
- Public Employees' Retirement Fund (PERF)
- State Excise Police, Gaming Agent, Gaming Control Officer and Conservation Enforcement Officers' Retirement Plan (CE)

GROUP – This classification specifies the type of employer. If, for example, INPRS needs to send notification of a new service available to state employers (those reporting payroll to the Auditor of State), an INPRS Staff User could search for employers in the state group and direct the communication to them.

INPRS – The acronym stands for the Indiana Public Retirement System.

INTEREST – When contributions are not reported at the time the member receives payment for wages, any interest a member lost because of this late reporting is due to him or her. Interest is also due to the Fund for this late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

LAST CHECK DATE – This is the last payroll date an employee is included on once he or she has completely separated from employment. It is a required field if Last Day in Pay is reported. An employee's Last Check Date should occur on or after his or her Last Day in Pay. This date will be used to signal whether all wage and contribution information for a member requesting a retirement or Annuity Savings Account (ASA) distribution has been received or is in progress.

LAST DAY IN PAY – The last day an employee was employed in a covered or non-covered position. This is the date on which the employee/employer relationship is severed and the employee has no legal or contractual right to return to their position. In the event a member has been on a leave of absence (paid or unpaid) immediately preceding their termination, the date of the actual termination should be entered as the last day in pay and the date of the member's last pay check would be entered as the last check date; the last check date can be prior to the termination date. The member's termination life event, along with the last day in pay and last check date, should be entered in ERM immediately upon the member's termination. *Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.*

LIABILITY TYPES – When transferring all members of one Submission Unit to another, an indication must be made as to where the liability for the Fund will be placed after the transfer.

- *Merged With Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members assumes responsibility for the employer share contributions as well as all liabilities and assets of the dissolving Submission Unit's INPRS account.
- *Merged Without Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members subsequently assumes responsibility for the employer share contributions, beginning on the effective date of the merger. The Submission Unit that is losing its members retains liability for service and contributions of those members for the time frame that member worked for that Submission Unit up to the date of the merge.
- *Withdrawn* – A Submission Unit elects to no longer participate in an INPRS plan. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.
- *Withdrawn (Privatization)* – A Submission Unit is no longer eligible to participate in an INPRS plan because it no longer meets the Fund's guidelines. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.

LIFE EVENT – In the ERM application, life events are a way to denote a member being placed on leave, returning from leave, moving from a covered position to a non-covered position or terminating employment, for example. Life events are:

- Adoption Leave (PERF and TRF only)
- Advanced Study/Sabbatical (TRF and '77 Fund only)
- Approved Educational Travel (TRF only)
- Covered to Non-covered Position
- Disability Leave (PERF, TRF,'77 Fund and CE Fund only)
- Elected Official ('77 Fund only)
- Family Medical Leave Act (FMLA)
- Maternity Leave (TRF only)
- Medical Leave (TRF only)
- USERRA Military Leave
- Return From Leave
- Return From USERRA Military Leave

- Return From Suspension
- Sick Leave (TRF and ’77 Fund only)
- Suspension (Paid)
- Suspension (Unpaid)
- Teacher Exchange (TRF only)
- Terminate Employment
- Work Experience (TRF only)
- Worker’s Comp (PERF and TRF only)
- None of the Above

Valid Life Events – PERF	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-USERRA Military Leave	LUSA
LOA-Worker’s Comp	LWCB
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

Valid Life Events – TRF	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Advanced Study/Sabbatical	LAST
LOA-Approved Educational Travel	LTRV
LOA-Disability Leave	LDIS
LOA-FMLA	LFMA
LOA-Maternity Leave	LMAT
LOA-Medical Leave	LMDA
LOA-USERRA Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Teacher Exchange	LTCH
LOA-Work Experience	LEXP
LOA-Worker's Comp	LWCB
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

Valid Life Events – JU Fund	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-FMLA	LFMA
LOA-USERRA Military Leave	LUSA
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

Valid Life Events – ‘77 Fund	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Advanced Study/Sabbatical	LAST
LOA-Disability Leave	LDIS
LOA-Elected Official	EEO
LOA-FMLA	LFMA
LOA-USERRA Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-None of the above	LPLA
Return from Leave	RFL
Return from USERRA Military Leave	RFML
Return from Suspension	RFS
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

MEMBER – An individual who participates in any INPRS Fund.

PAY PERIOD END DATE – The ending date of the period that the wage being reported was accrued or earned.

PAY PERIOD START DATE – The starting date of the period that the wage being reported was accrued or earned.

PAYROLL DATE – The date that payroll information is considered final and disbursed to the employee (the check or direct deposit date).

SETTLEMENT ADJUSTMENT – An additional payment (or series of payments) made to a member as resolution of a legal suit, union grievance or a contract settled retroactively after the fiscal year is completed. INPRS Staff must review the adjustment and corresponding documentation, then approve the settlement adjustment in ERM before payment can be made and the adjustment posted.

STAFF USER – An INPRS employee who has been given the proper security role(s) to perform certain functions within the ERM application.

STAFF USER SECURITY ROLES – When adding Staff Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which in turn dictates the activities a User can complete. Some security roles offer limited access to the application; while others let Users complete nearly every activity available. This is an INPRS Staff User-only term. The following is a list of the specific security roles applicable to Staff Users, along with a description of each:

- *ERM Administrator* – This Staff User can create employer accounts and Submission Unit accounts as well as modify information in those accounts. He or she can also transfer Submission Units and members. Finally, this User can add new Employer Users, configure Fund information and manage system parameters.
- *ERM Communications* – This Staff User can send notifications in the ERM application.
- *ERM Enrollment Administrator* – This Staff User can enroll members in a Submission Unit and resolve member transactions sent to the Exception Queue. This User can also modify member information, including a member’s name and hire date.
- *ERM Manual Adjustment Administrator* – This Staff User can submit a manual adjustment.
- *ERM Manual Adjustment Auditor* – This Staff User can approve or revoke manual adjustments.
- *ERM Member Administrator* – This Staff User can resolve member management transactions sent to the Exception Queue. He or she can also manage member

accounts and modify member information, including a member's name and hire date. Finally, this User may perform PERF/TRF transfers and view a member's full SSN.

- *ERM Pension Relief Administrator* – This Staff User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *ERM Retirement Administrator* – This Staff User can access the *PERF Online* hyperlink, which includes:
    - Estimate Retirement Benefit
    - Upload Pension Relief
    - Regular Retirement Application
- *ERM Security Administrator* –This Staff User can add new Staff and Employer Users and assign and modify security roles for new and existing Users within the application.
- *ERM Service Credit Administrator* – This Staff User can submit a service credit adjustment. *Note: This User may not also be an ERM Service Credit Auditor*.
- *ERM Service Credit Auditor* – This Staff User can approve or revoke service credit adjustments.
- *ERM SSN Change Approving User* – This Staff User can approve a member's SSN change. Note: This User may not also be an ERM SSN Change Submitting User.
- *ERM SSN Change Submitting User* – This Staff User can submit a member's SSN change.
- *ERM Submission Unit Administrator* – This Staff User can modify Submission Unit account information, including payroll calendars, and add Employer Users.
- *ERM Viewer* – This Staff User can view this information:
    - Employer information
    - Member information
    - Exception Queue
    - Wage and contribution reports
- *ERM Wage and Contribution Administrator* – This Staff User may perform these wage and contribution activities:
    - Edit payment dates.
    - Manage system parameters.
    - Release settlement adjustments for payment.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - Submit online wage and contribution entries and adjustments.

Upload wage and contribution entries and adjustments

- View a full SSN.

- View wage and contribution reports.

SUBMISSION UNIT – This is a participating unit associated with an employer. Each Submission Unit is a specific employer division participating in a single Fund -- CE, JU, LE, PA, PERF, TRF or '77. If an employer participates in multiple Funds, multiple Submission Units will be associated with the same employer.

It is also possible for two Submission Units with the same name to be listed twice under an employer if the employer participates in multiple Funds. For example, Indianapolis Public Schools (IPS) participates in TRF for teachers and in PERF for its other staff. That means IPS would be listed twice under the same employer – once for TRF and once for PERF.

Most activity in the ERM application takes place at the Submission Unit level.

TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS – Indicates a transaction contains information that is incorrect, based on business validations and/or Fund rules. The transaction will be sent to the Exception Queue awaiting corrections to the incorrect information. Transactions with errors cannot be submitted for payment until they are corrected. For more information and to find common solutions, check the *Wage and Contribution Exception Queue Troubleshooting – Employer User QRG* (Quick Reference Guide) or the Appendix in the *Wage and Contribution User Manual – Employer*. For example: Error code A-10 for PERF/TRF says "mandatory contributions do not total 3% of reported wages." The solution is to correct the mandatory pre- or post-tax amount or correct the wages amount. See also **TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS**.

TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS – Indicates a transaction that seems unusual to ERM based on information previously submitted for this member. However, the information is not necessarily incorrect (compare with **TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS**); the warning is a flag for the employer to examine the transaction's accuracy. For example: Warning code L-55 states that wages for this period exceed previous period wages by more than 15%. However, this may be a correct entry for a pay period that includes over-time payment. Warnings will not prevent a transaction from being processed for payment; a TRANSACTION THAT FAILED VALIDATION WITH ERRORS will. Note: Once you select Process for Payment, all Transactions That Failed Validation with Warnings will also be included in the payment.

ERM Application Navigation

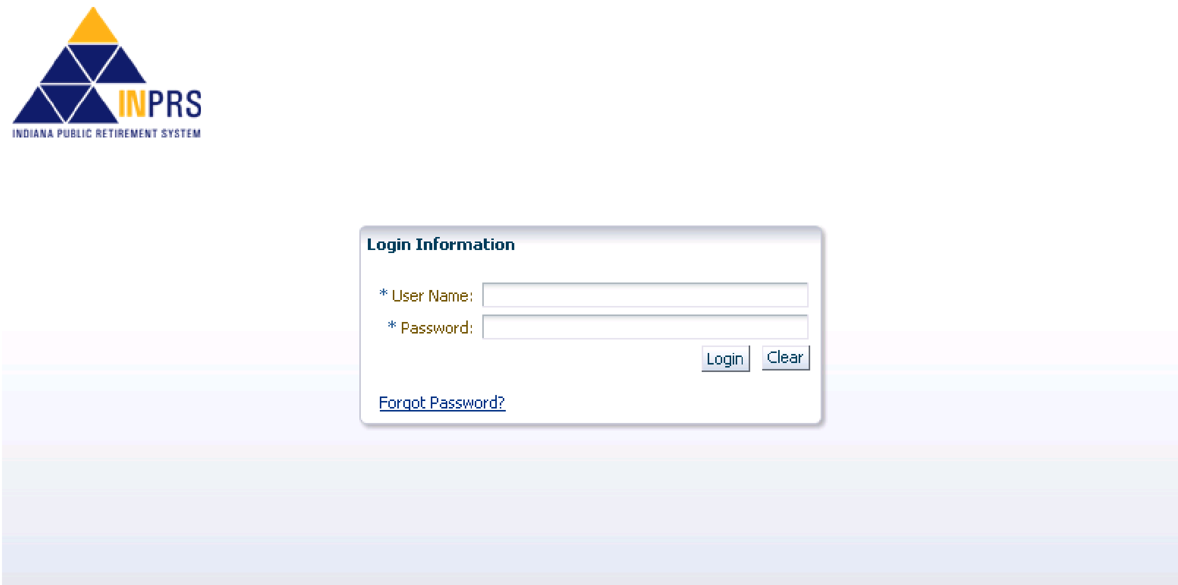
To view and manage INPRS accounts to which you have access, you must log into the ERM application.

Logging into the ERM Application

To log into the ERM application for the first time:

1. Access the INPRS ERM application. The *Login Information* screen appears (Figure 1).

Figure 1: ERM *Login Information* Screen



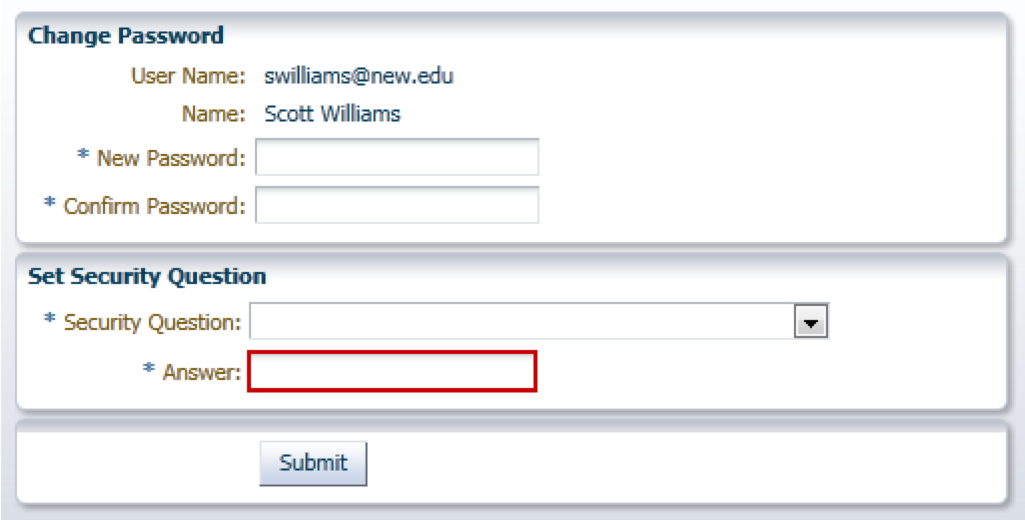
2. Enter your user name into the **User Name** field.
   - Your User Name must be the email address you use for work-related activities or the one you use for contact with INPRS. This must be a unique email address. You cannot use the same email address that someone else uses to log into the ERM application.
   - If you cannot remember your User Name, you must contact INPRS.
3. Enter the temporary password that was sent to you via email in the **Password** field.
4. Click the **Login** button to submit the information. If needed, click the **Clear** button to clear the fields.
5. After clicking the **Login** button, the *Change Password* screen appears (Figure 2). Here you must enter a new password for your User Name and provide an answer for the Security Question you select.
      - The new password must meet the following criteria:

- o Password cannot be the same as the User Name.
- o Minimum password length is 8 characters.
- o Maximum password length is 50 characters.
- o The password must contain three of the following attributes:
  1. Uppercase letters
  2. Lowercase letters
  3. Numeric characters
  4. Spaces
  5. Special characters
- o The password cannot be the same as one of the past 24 passwords for the account.

- Please keep in mind:
  - o The password will expire every 90 days, and a new one must be created.
  - o Passwords are case sensitive.
  - o If you forget your password, you must answer the security question you selected. After answering the question correctly, a new temporary password will be sent to your email address.
  - o After logging in unsuccessfully five times, your account will become locked, and you must contact your system administrator to re-gain access to the ERM application.
  - o Duplicate logins are not allowed. For example, you may not have two sessions active with the same login information.
  - o After 30 minutes of inactivity, the session will expire, and you will be automatically logged out.

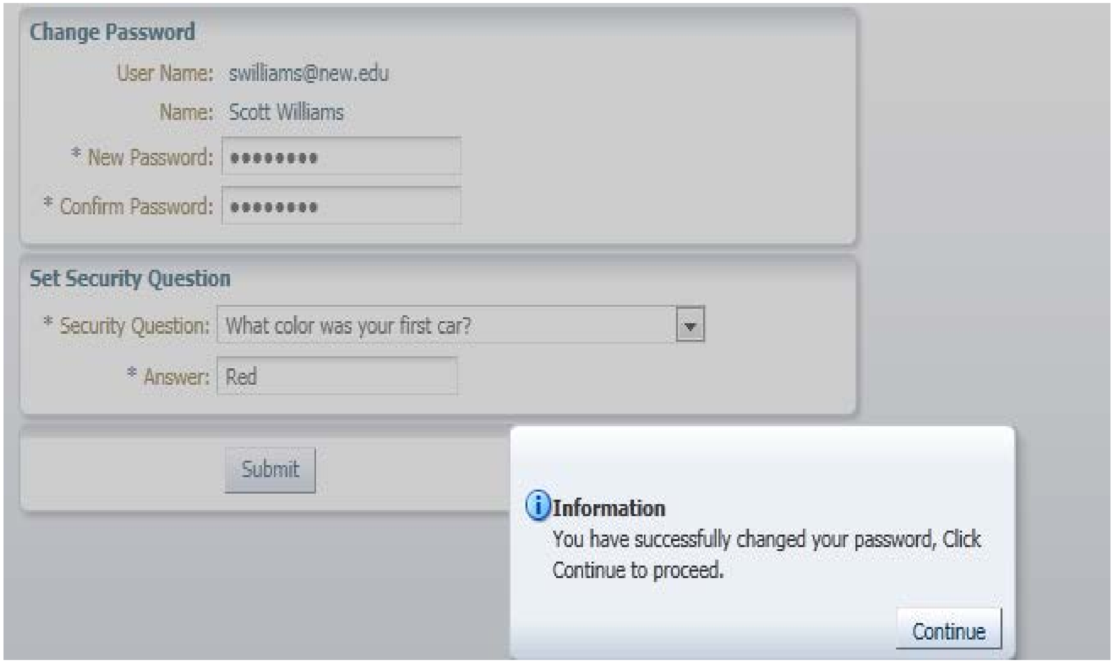
NOTE: If you are automatically logged out due to inactivity, you will lose any information that you have entered but have not saved.

Figure 2: *Change Password* Screen



6. Once you have entered the required information, click the **Submit** button. A confirmation pop-up box will appear (Figure 3). Click the **Continue** button to access the ERM *Home* page.

Figure 3: Confirmation Pop-Up Box



NOTE: If you are designated as the first person from your organization to log into the ERM application, you will be required to verify information about your organization. You also will be the individual who will set up other users at your organization as needed.

One user who is required to be set up is the Payment Administrator; this person will set up the bank accounts that will be used for contribution payments. Please ensure this user and the bank accounts are set up in a timely manner as wage and contribution information cannot be submitted for payment until a bank account is set up and verified.

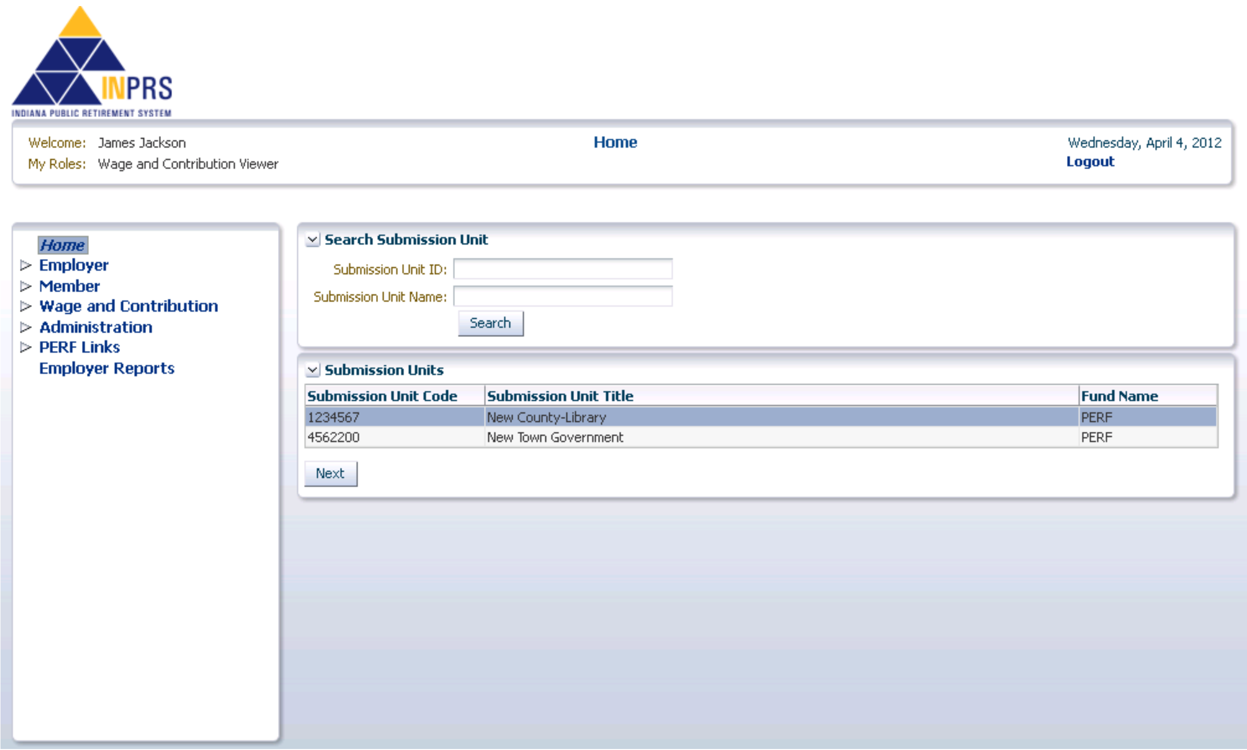
Another user who is required to be set up is the Wage & Contribution Administrator; this person will confirm the payroll dates for the Submission Unit. Please ensure this user is set up and the payroll dates are confirmed in a timely manner as wage and contribution information cannot be submitted until payroll dates are confirmed.

Detailed instructions on how to add new Employer Users to the ERM application can be found in the *Employer Management User Manual*.

Accessing the ERM *Home* Page

The first page you see after logging into the ERM application is the *Home* page (Figure 4). On the *Home* page, you will find the ERM Navigation Menu, Search Submission Unit section and Submission Units grid.

Figure 4: ERM *Home* Page



Accessing the Home Dashboard

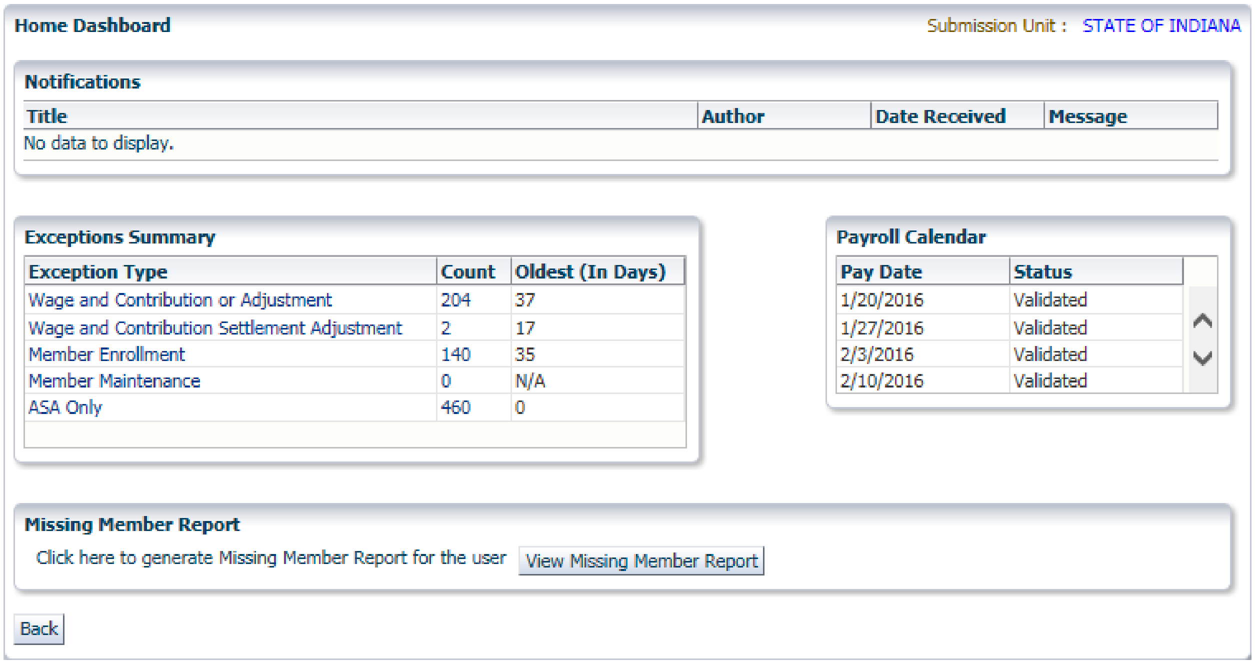
To access the Home Dashboard for a Submission Unit:

1. Select a Submission Unit from the Submission Units grid on the *Home* page.

NOTE: Only the Submission Units your security role allows you to access appear in the grid.

2. Click the **Next** button. The Home Dashboard for the selected Submission Unit opens (Figure 5).

Figure 5: Home Dashboard



The Home Dashboard displays the following sections for the selected Submission Unit:

- Notifications
- Exceptions Summary
- Payroll Calendar
- Missing Member Report

Notifications

The Notifications section lists any active notifications that have been sent to the selected Submission Unit. The columns include:

- Title
- Author
- Date Received
- Message

Payroll Calendar

The Payroll Calendar displays payroll submissions for a Submission Unit in a table format with the following columns:

- Payroll Date (MM/DD/YYYY)
- Status

The Payroll Calendar is updated with the previous five and next five payroll submissions.

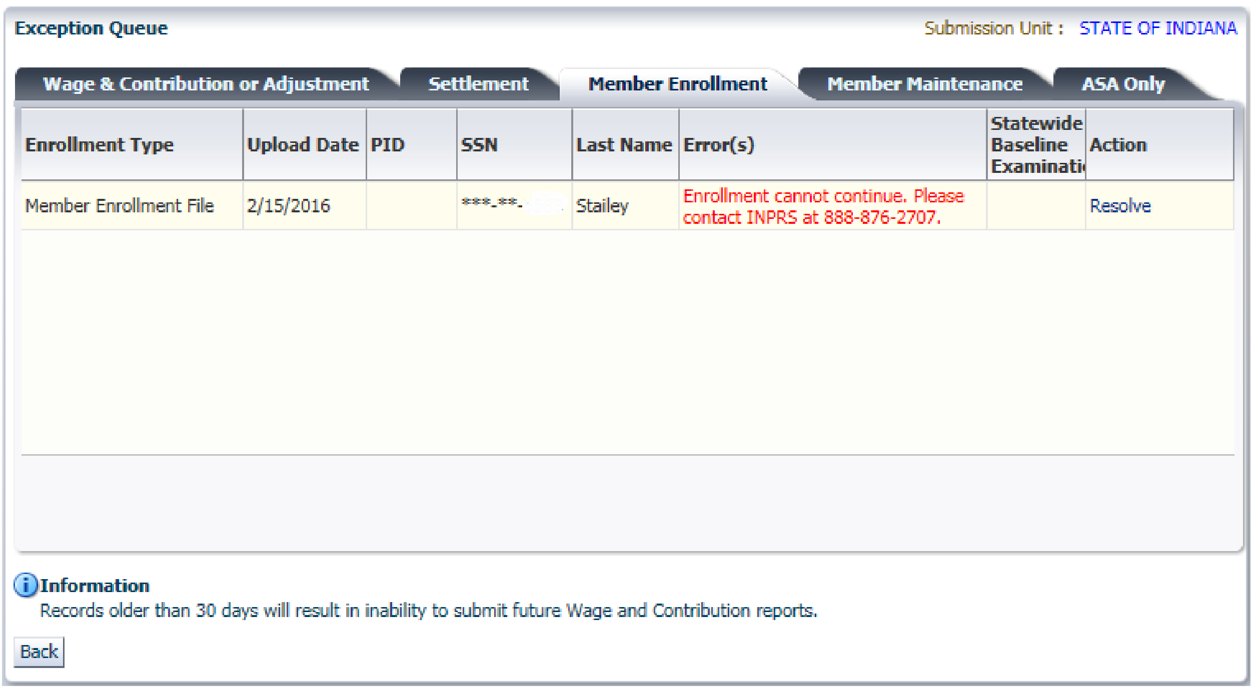
Exceptions Summary

The Exceptions Summary lists:

- Exception Type
- Count
- Oldest Record Age (In Days)

To view an Exception Queue, click a hyperlink in the "Exception Type" column of the Exception Summary section (Figure 5). The *Exception Queue* screen appears (Figure 6).

Figure 6: Exception Queue



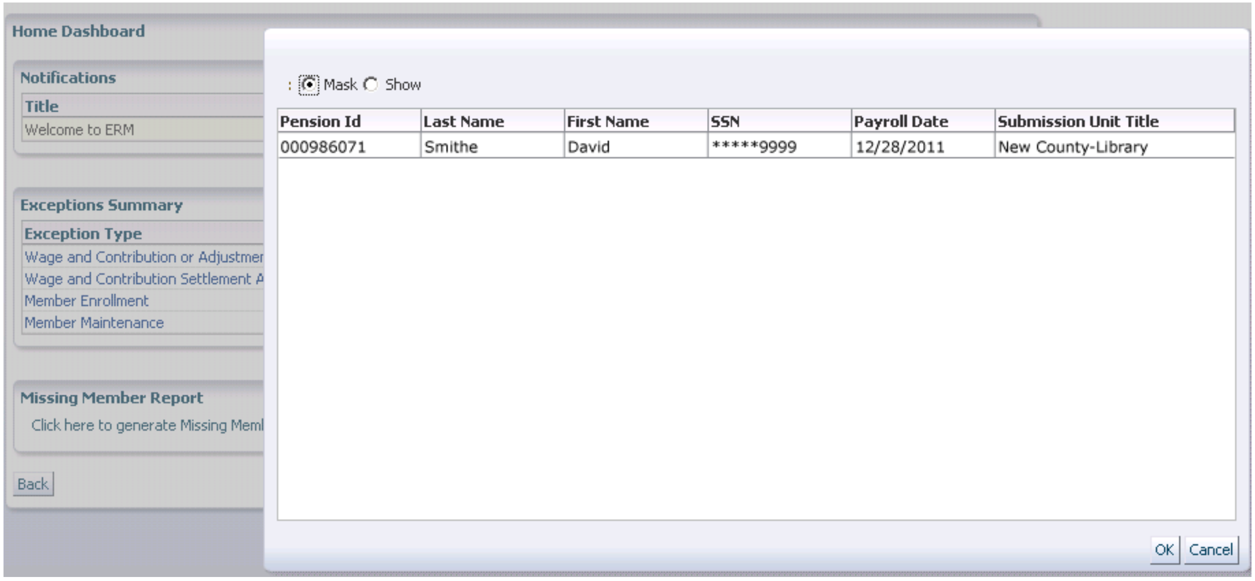
The *Exception Queue* screen displays tabs for four or five Exception Queues depending on participation of the ASA Only Plan. They are: Wage and Contribution or Adjustment, Settlement, Member Enrollment, Member Maintenance, and the ASA Only tab. The screen automatically defaults to the Exception Queue tab for the hyperlink chosen in the Exceptions Summary section on the Home Dashboard.

Detailed instructions on resolving exceptions can be found in the Member Management and Wage and Contribution User Manuals.

Missing Member Report

The Missing Member Report section allows you to view those members in the Submission Unit that have not had a wage and contribution transaction submitted for them for a period of time. To view a missing member report, click the **View Missing Member Report** button (Figure 7).

Figure 7: Missing Member Report on ERM *Home* Page



The Missing Member Report displays the following:

- Member’s Pension ID
- Last Name
- First Name
- SSN
- Payroll Date
- Submission Unit Title

ERM Navigation Menu

The ERM Navigation Menu (Figure 8) is located on the left-hand side of the ERM *Home* page.

Figure 8: ERM Navigation Menu

The options in the Navigation Menu are:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports

Several of the selections in the Navigation Menu have drop-down menus. The options available to Employer Users vary by security role. Any functions that Employer Users cannot access will appear grayed out in the Navigation Menu.

Navigation Menu - Employer Management Options

Clicking the arrow to the left of **"**Employer" in the Navigation Menu opens a drop-down menu of all employer account options (Figure 9).

Table 1 describes the actions associated with each option in the drop-down menu.

Figure 9: Employer Account Options Menu

Table 1: Actions Available for Employer Account Options Menu

Menu Option	**Action**
Create Employer	Create a new employer account in ERM (INPRS Staff User-only).
Manage Employer	Update information for an existing employer account. Add new Submission Units to an existing employer account (INPRS Staff User-only).
Submission Unit Transfer	Transfer a Submission Unit between two employer accounts (INPRS Staff User-only).
Submission Unit	The Submission Unit option has an additional drop-down menu that allows you to complete the following activities: • Update information for an existing Submission Unit account. • Transfer a member between two Submission Units (INPRS Staff User-only).

Navigation Menu - Member Management Options

Clicking the arrow to the left of “Member” in the Navigation Menu opens a drop-down menu of all member management options, as shown in Figure 10.

Table 2 describes the actions associated with each option in the drop-down menu.

Figure 10: Member Management Options Menu

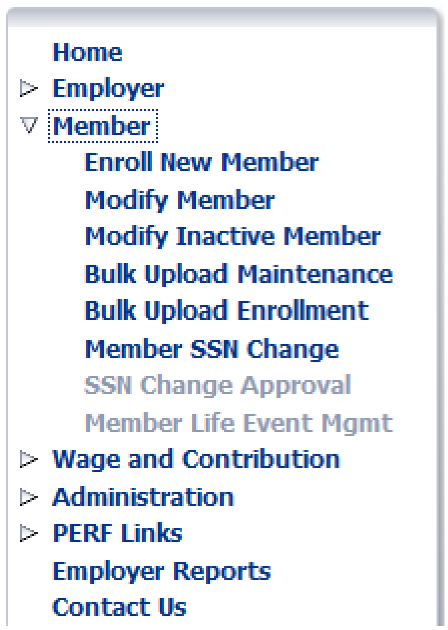


Table 2: Actions Available for Member Account Options Menu

Menu Option	**Action**
Enroll New Member	Create a new member account in the ERM application.
Modify Member	Update information for a member account.
Modify Inactive Member	Modify an inactive member’s termination dates
Bulk Upload Maintenance	Make changes to multiple member accounts within a Submission Unit all at once through a file upload.
Bulk Upload Enrollment	Enroll multiple members into the same Submission Unit through a file upload.
Member SSN Change	Change a member’s Social Security Number (SSN) (INPRS Staff User-only).
SSN Change Approval	Approval of an SSN change (INPRS Staff User-only).

Member Life Event Management	Edit/Delete Member Life Events (INPRS Staff User -only)

Navigation Menu - Wage and Contribution Options

Clicking the “Wage and Contribution” option in the Navigation Menu, shown in Figure 11, allows Employer Users to access Wage and Contribution options.

Table 3 describes the actions associated with each option in the drop-down menu.

Figure 11: Wage and Contribution Options Menu

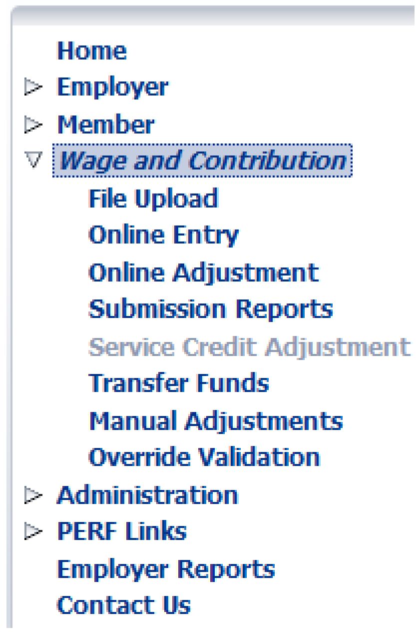


Table 3: Actions Available for Wage and Contribution Account Options Menu

Menu Option	**Action**
File Upload	Upload a Wage and Contribution, Adjustment, Regular Missed Wage and Contribution or Settlement Adjustment file to ERM.
Online Entry	Enter wage and contribution information directly into ERM.
Online Adjustment	Adjust wage and contribution information in ERM.
Submission Reports	View and manage wage and contribution submission reports and process those reports for payment.
Service Credit Adjustment	Enter, submit, and approve service credit adjustments (INPRS Staff User-only).

Transfer Funds	Transfer a member's wage and contribution information from PERF to TRF or from TRF to PERF (INPRS Staff User-only).
Manual Adjustment	Enter, submit, and approve adjustments to transactions that were submitted prior to January 1, 1991, for TRF and prior to January 1, 1987, for PERF, '77 Fund, and JU Fund (INPRS Staff User-only).
Override Validation	Clears errors that should not have been presented during the wage and contribution reporting process for all funds. (INPRS Staff User-only)

Navigation Menu - Administration Options

Clicking on the arrow to the left of "Administration" in the Navigation Menu opens a drop-down menu of all administrative functions (Figure 12).

Table 4 describes the actions associated with each function in the drop-down menu.

Figure 12: Administration Options Menu

Table 4: Actions Available for Administration Options Menu

Menu Option	Action
My Profile	Change your login password for ERM.
Users	Add new employer users to ERM.
Communication	Send notifications to ERM Users (INPRS Staff User-only).

Configuration	Configure Fund and system parameters (INPRS Staff User-only).

Navigation Menu - Links to PERF Online

Clicking on the arrow to the left of “PERF Links” in the Navigation Menu opens a drop-down menu of all associated hyperlinks (Figure13).

Table 5 describes the actions associated with each hyperlink in the drop-down menu.

Figure 13: PERF Hyperlinks Options Menu

Table 5: Actions Available for PERF Hyperlinks Options Menu

Menu Option	Action
Est Retirement Benefit	Directs you to the *Estimated Retirement Benefit* screen on PERF Online.
Upload Pension Relief	Directs you to the *Upload Pension Relief* screen on PERF Online.
Regular Retirement App	Directs you to the *Regular Retirement Application* screen on PERF Online.

Navigation Menu - Reporting Options

Clicking on “Employer Reports” in the Navigation Menu opens a screen listing all the available employer reports (Figure 14).

Table 6 describes the actions associated with the Employer Reports section.

Figure 14: Employer Reports Menu

Table 6: Actions Available for Reporting Options Menu

Menu Option	Action
Employer Reports	View, run, and print the available employer reports.

ERM Application Screen Elements

The ERM application uses a variety of screen elements as part of the user interface to ease navigation and assist in information management.

Buttons

Buttons (Figure 15) are used to submit information and move to or from various screens.

Figure 15: Button Examples

Hyperlinks

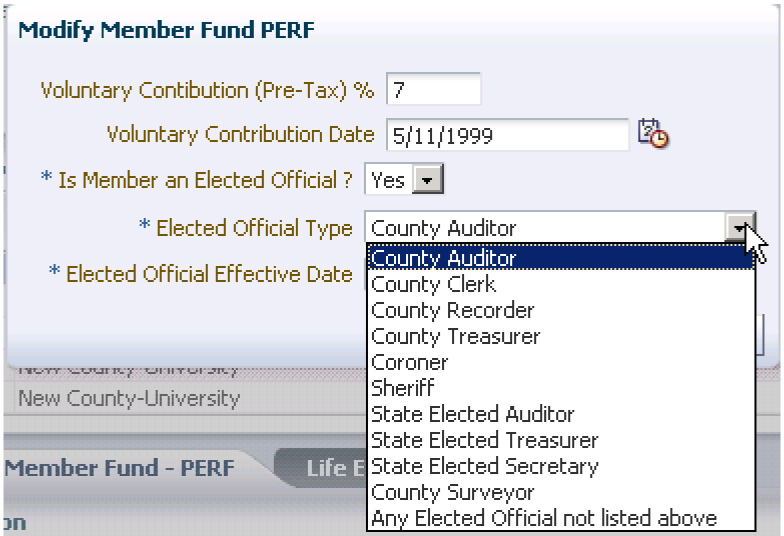
Hyperlinks (Figure 16) allow the user to quickly move to another section in the ERM application.

Figure 16: Hyperlink Examples

Fields

Fields (Figure 17) are used to gather information from you. Either type the information directly into the field or select the information from a drop-down menu, if available.

Figure 17: Field Examples



Pop-up Bubbles

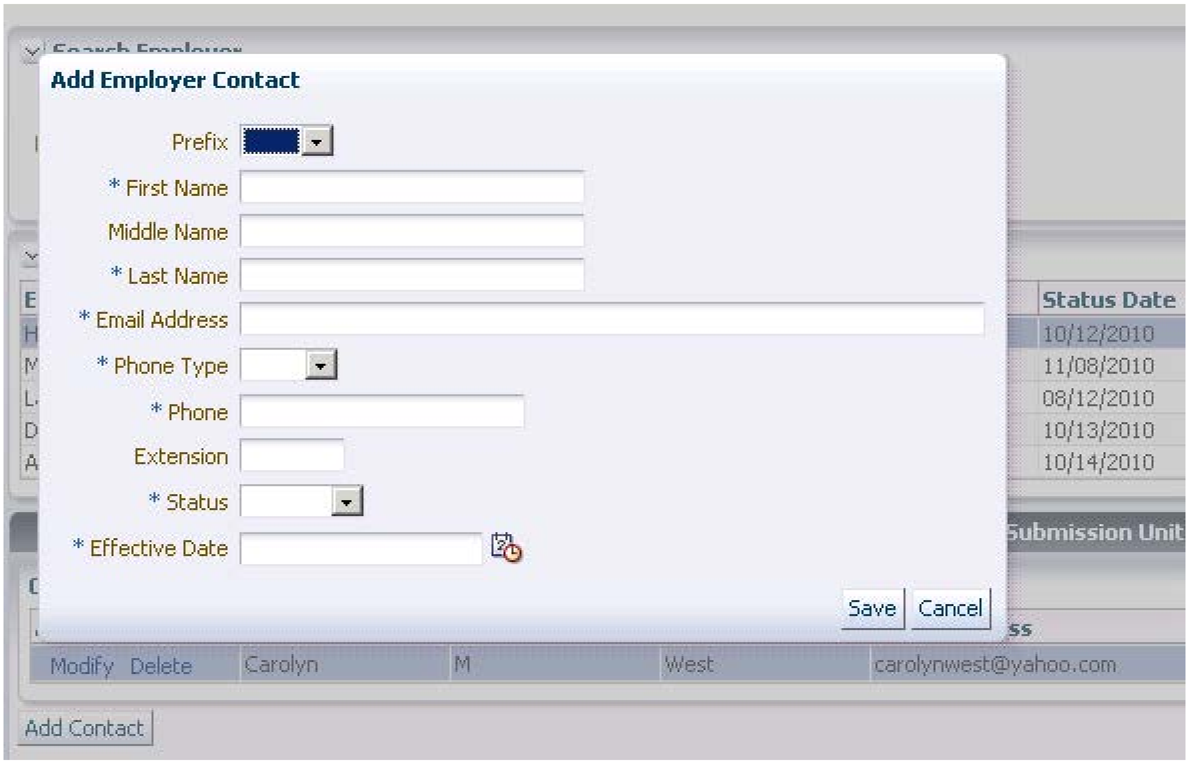
Pop-up bubbles (Figure18) provide additional information or prompt for required actions.

Figure 18: Pop-up Bubble Examples

Pop-up Boxes

Pop-up boxes (Figure 19) appear when information needs to be entered or selected.

Figure 19: Pop-up Box Window Example



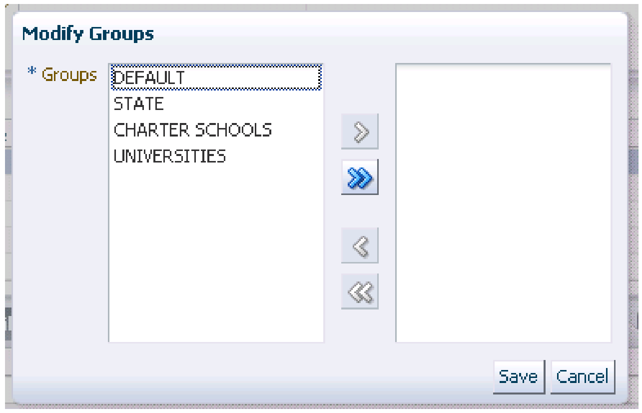
Shuttle Windows

Shuttle Windows (Figure 20) allow you to make selections from a list. Select an option from the list in the box on the left side of the screen. Click the right-facing single arrow to shuttle the item to the box on the right side of the screen.

Click the right-facing double arrow to shuttle all the items found in the box on the left side of the screen to the box on the right side of the screen.

To deselect an item, follow the same process to move the items from the right box to the left box, using the left-facing arrow(s).

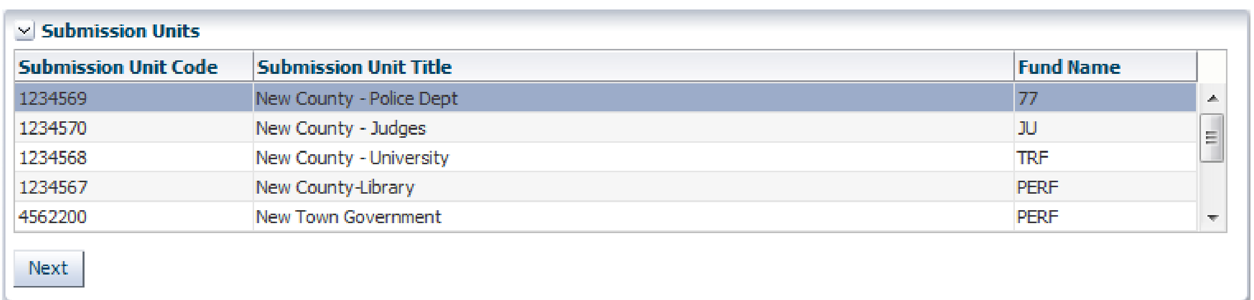
Figure 20: Shuttle Window Example



General Search Features

As you navigate the ERM application, you will find grids of information (Figure 21). Click the line of information you wish to view. In some cases, you may also need to click an additional button, such as the **Next** button.

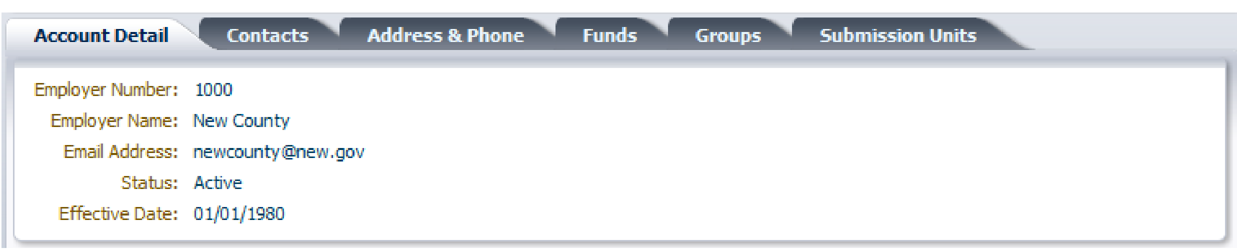
Figure 21: Grid Example



Submission Unit Code	Submission Unit Title	Fund Name
1234569	New County - Police Dept	77
1234570	New County - Judges	JU
1234568	New County - University	TRF
1234567	New County-Library	PERF
4562200	New Town Government	PERF

You will also encounter tabs as part of ERM navigation. Click the tab of the content area you wish to view (Figure 22).

Figure 22: Tabs Example



Introduction to Employer Management

When you click the “Employer” option in the Navigation Menu, the options available in the drop-down menu allow you to complete specific employer management activities in the ERM application. Depending upon your individualized security role, Employer Users may be able to:

- Modify employer information
- Modify Submission Unit information

As part of making modifications, Employer Users are able to:

- Update information for an existing employer account, such as the employer’s address and phone number and employer contacts
- Update information for an existing Submission Unit account, such as the Submission Unit’s address and phone number, Submission Unit contacts and bank account information

Employer Users also have view-only access to the following information:

- Employer account details
- Employer Fund assignments
- Submission Unit wage and contribution information
- Submission Unit contribution type details
- Submission Unit account details

Modifying Employer Information

Choosing the “Manage Employer” option from the drop-down menu allows you to add, modify, or delete information associated with employer accounts in the ERM application, including:

- Contact information
- Address and phone number

Employer Users have view-only access to the information contained in the fields associated with the following tabs on the Manage Employer screen:

- Account Detail
- Funds
- Groups
- Submission Units

Detailed instructions for managing employer accounts are found in the *Employer Management User Manual.*

Modifying Submission Unit Information

Clicking the arrow to the left of “Manage Employer” and then clicking the arrow to the left of “Submission Unit” in the Navigation Menu opens a drop-down menu of all possible actions that you can perform on a Submission Unit account.

Choose “Manage Submission Unit” from the drop-down menu. This allows you to add, modify or delete information associated with Submission Unit accounts in the ERM application, including:

- Contact information
- Address and phone number
- Bank account information

The specific Submission Unit information that you can access and update depends on your individualized security role.

Detailed instructions for managing Submission Unit accounts are found in the *Employer Management User Manual.*

Introduction to Member Management

When you click the "Member" option in the Navigation Menu, a drop-down menu opens. The options allow you to complete the following member management activities in the ERM application:

- Enroll a new member
- Modify a member account
- Conduct bulk maintenance of member accounts
- Conduct bulk enrollment of new members

Enrolling a New Member

Choosing the "Enroll New Member" option in the drop-down menu allows you to create a new member account in the ERM application. The major steps in enrolling a new member are:

1. Select a Submission Unit.
2. Enter and verify a member's Social Security Number (SSN).
3. Select a member position.
4. Enter member demographics.
5. Enter plan election (PERF Only and only if applicable)
6. Verify enrollment.

Detailed instructions for enrolling a member are found in the *Member Management User Manual.*

NOTE: This process varies slightly for '77 Fund enrollments. You can find detailed instructions in the *Member Management User Manual*.

Entering a Hire Date ('77 Fund)

These additional steps occur in the Exception Queue after you have received notification from INPRS:

1. Select a Submission Unit on the *Home* page.
2. Select an exception from the "Transaction Type" column in the Exceptions Summary section on the Home Dashboard.
3. Click the *Enter Hire Date* hyperlink.
4. Enter the member's hire date and click the **OK** button.

Modifying a Member

Choosing the “Modify Member” option from the drop-down menu allows you to modify specific information associated with member accounts in the ERM application, including:

- Name
- Gender
- Marital Status
- Member Fund information (PERF and TRF only)
- Life Events – including terminating a member

Detailed instructions for modifying member accounts are found in the *Member Management User Manual.*

Modifying an Inactive Member

Choosing the “Modify Inactive Member” option from the drop-down menu allows you to modify an inactive member’s termination information in the ERM application, including:

- Last Check Date
- Last Day in Pay

Detailed instructions for modifying inactive member accounts are found in the *Member Management User Manual – Employer User.*

Bulk Maintenance of Member Accounts

When you need to make changes for multiple members, and all the members belong to the same Submission Unit, choose the “Bulk Upload Maintenance” option from the drop-down menu. The major steps are:

1. Select a Submission Unit.
2. Upload the file that contains the updated information.
3. Review the confirmation screen.

Detailed instructions for bulk maintenance of member accounts are found in the *Member Management User Manual.*

Bulk Enrollment of New Members

To enroll large groups of members into the same Submission Unit, choose the “Bulk Upload Enrollment” option from the drop-down menu and then complete the following steps:

1. Select a Submission Unit.
2. Upload the file that contains the enrollment information.
3. Validate member Fund data.
4. Review confirmation screen.

Detailed instructions for bulk enrollment of new members are found in the *Member Management User Manual.*

Introduction to Wage and Contribution

When you click the “Wage and Contribution” option in the Navigation Menu, a drop-down menu opens. The options available in the drop-down menu allow you to complete the following wage and contribution activities in the ERM application:

- Upload wage and contribution, adjustment, missed regular wage and contributions, and settlement adjustment files
- Enter wage and contribution online
- Complete an online wage and contribution adjustment
- View and manage wage and contribution submission reports and process those reports for payment

Uploading Wage and Contribution, Adjustment, Regular Missed Wage and Contributions, and Settlement Adjustment Files

Employer Users can upload Wage and Contribution, Adjustment, Regular Missed Wage and Contributions, and Settlement Adjustment files to the ERM application. To upload, complete the following steps:

1. Select a report type.
2. Choose a payroll date.
3. Select a Submission Unit/payroll frequency combination(s).
4. Select a file to upload.
5. Submit the file for validation against a set of business rules.

Detailed instructions for uploading files are found in the *Wage and Contribution User Manual.*

Online Wage and Contribution Entry

Employer Users can enter wage and contribution files directly into the ERM application online. To complete an online wage and contribution entry, complete the following steps:

1. Select the Submission Unit.
2. Select a payroll frequency.
3. Select a payroll date.
4. Select the report type.
5. Enter report information.
6. Submit the report for validations against a set of business rules.

Detailed instructions for online entry are found in the *Wage and Contribution User Manual.*

Online Wage and Contribution Adjustment

Employer Users can complete wage and contribution adjustments online by completing the following steps:

1. Select the Submission Unit.
2. Select a payroll date.
3. Select the adjustment type.
4. Create the adjustment report.
5. Submit the report for validations against a set of business rules.

Detailed instructions for online adjustment are found in the *Wage and Contribution User Manual.*

Managing Submission Reports

Once the validation process is complete for both online and file upload submissions, the corresponding reports appear in the Submission Reports grid. As part of managing submission reports, you are able to:

- View submission reports.
- View validation results.
- Resolve errors in submission reports.
- Process submission reports for payments.
- Delete submission reports.

Detailed instructions for managing Submission Reports are found in the *Wage and Contribution User Manual.*

Introduction to Administration Functions

When you click the "Administration" option in the Navigation Menu, a drop-down menu opens. The options in the drop-down menu allow authorized users to complete the following administration activities in the ERM application:

- Add employer users
- Manage employer users

Managing Users

Employer users with an authorized security role can add new employer users by completing the following steps:

1. Select the Submission Unit.
2. Assign an employer user security role to the Submission Unit contact.

Detailed instructions for adding/managing Employer Users are found in the *Employer Management User Manual.*

Introduction to Reporting

Multiple reports are available to Employer Users in the ERM application. These reports can be customized to return specific data that is housed in the ERM application. Once the report details are returned, the results can be printed and or exported to Excel. The reports are:

- Member Enrollment Report – Use this report to monitor membership records. This report displays unique member identification information (Pension ID), member account status, Fund, member enrollment record information, and relevant effective dates.
- Member Maintenance Report – Use this report to review member maintenance information such as life events and member's status.
- Annual Wage and Contribution Report – Use this report to generate the year-to-date total contributions by Submission Unit or by member.
- Wage and Contributions History Report – Use this report to access a history of wage and contribution report submissions. This report displays wage and contribution transactions (regular and adjustments) submitted in ERM for a specific Submission Unit during a date range or for a specific member. It displays the Pre-1996 TRF Fund Classification (for TRF only).
- Member Enrollment Exception Report – Use this report to inform and enable the process of resolving member enrollment exceptions when cross-departmental research is required. This report includes information which identifies the member, Submission Unit, exception description, exception field(s), and transaction date.
- Member Maintenance Exception Report – Use this report to inform and enable the process of resolving member maintenance exceptions when cross-departmental research is required. This report includes information which identifies the member, Submission Unit, exception description, exception field(s), and transaction date.
- Wage and Contributions Exception Report – Use this report to inform and enable the process of resolving wage and contribution exceptions when cross-departmental research is required. This report includes information which identifies the member, Submission Unit, exception description, exception field(s), payroll date, and due date.
- Security Report – Use this report to generate a list of active ERM Employer User information, including names, email addresses, and security roles/access.
- Sub Unit Contribution Details History Report – Use this report to access submission unit contribution details. This report includes historical contribution rates and covered positions for all funds as well as certified salaries for the 77 Fund.
- Member Service Credit History Report – Use this report to find overall service totals for each fund a member has participated. Overlaps in service are not counted twice. For example, an individual cannot earn one year in PERF and one year in TRF for the same time period and have not been accounted for in this report. Years of participation from the PERF ASA-Only plan will not reflect on this report. If a member is simultaneously in either the PERF Hybrid or TRF fund as well as the ASA Only plan, the member will receive service in the PERF Hybrid or TRF, as well as years of participation in the ASA Only plan.

- Recent Member Elections Report – Use this report to determine which fund members enrolled into (the PERF Hybrid or ASA Only plan). The report will provide a detailed listing of retro contributions due, per plan per member before and after the member decides on plan election. This report will only be applicable if the submission unit participates in the ASA Only Plan.