

# ERM Bulk Upload QRG - Employer

Use this Quick Reference Guide (QRG) to create the wage and contribution (bulk) upload file.

For more in depth instructions and explanations, refer to the following documents available from the [Employer Reporting and Maintenance](#) page of INPRS website:

- [ERM Wage and Contribution File Layout Specification](#)
- [ERM Wage and Contribution File Upload and Online Entry QRG – Employer](#)
- [ERM Wage and Contribution File Upload Troubleshooting QRG – Employer](#)

For step-by-step instructions for creating the file according to the version of Windows being used, refer to the following documents available from the [ERM – File Templates/Testing](#) page of the INPRS website.

- [ERM Create a Pipe Delimited File Using Windows 10 QRG](#)
- [ERM Create a Pipe Delimited File Using Windows XP QRG](#)
- [ERM Create a Pipe Delimited File Using Windows 7 and Vista QRG](#)

## The Template

1. Open the [ERM Wage and Contribution Template](#) document. It is available on the INPRS website. It is an Excel workbook/spreadsheet. You must have Excel available in order to create the upload document.

Column	Header	Description
A	<b>agency</b>	If SU 9100000, enter the agency code for the member.
B	<b>su #</b>	Enter the 7-digit submission unit number
C	<b>fund</b>	Enter FUND (must be all caps)
D	<b>ssn</b>	Enter full SSN (no spaces or dashes) – must enter 2 of 3 identifiers
E	<b>pid</b>	Enter member PID (9 digits) – must enter 2 of 3 identifiers
F	<b>last name</b>	Enter member last name – must enter 2 of 3 identifiers
G	<b>wages</b>	Enter the member's wages for the pay period
H	<b>mandatory post-tax</b>	Enter the member's post-tax contributions if any
I	<b>mandatory pre-tax</b>	Enter the member's pre-tax contributions if any
J	<b>employer share</b>	Enter the employer share contributions if any FOR PERF ASA ONLY EMPLOYERS ONLY: <ul style="list-style-type: none"><li>• If the member is in the PERF Hybrid plan, enter the employer share contributions in column J.</li><li>• If the member is in the My Choice (ASA Only) plan, enter the combined normal and supplemental cost in <b>Column J</b>.</li><li>• If the member is still Undecided, no contribution amounts should be entered.</li></ul>
K	<b>fsp wages</b>	If a TRF employer, enter the member's FSP wages if any
L	<b>fsp contribs</b>	If a TRF employer, enter the member's FSP contributions if any
M	<b>hep contribs</b>	If a university employer, enter the member's HEP contributions
N	<b>service days</b>	If a TRF employer, enter the number of days worked in the pay period
O	<b>voluntary post-tax</b>	Enter the member's voluntary post-tax contributions if any

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Column	Header	Description
P	<b>voluntary pre-tax</b>	Enter the member's voluntary pre-tax contributions if any
Q	<b>LDiCP</b>	Enter the member's last day in a covered position, if applicable. Format is mmddyyyy (no spaces or separators).
R	<b>LDIP</b>	Enter the member's last day in pay, if applicable. Format is mmddyyyy (no spaces or separators).
S	<b>LCD</b>	Enter the member's last check date, if applicable. Format is mmddyyyy (no spaces or separators).
T	<b>severance wages</b>	Enter the member's severance wages, if applicable
U	<b>sev mand post-tax</b>	Enter the member's severance post-tax contributions, if applicable
V	<b>sev mand pre-tax</b>	Enter the member's severance pre-tax contributions, if applicable
W	<b>sev er share</b>	Enter the severance employer share contributions, if applicable
X	<b>sev vol post-tax</b>	Enter the member's voluntary post-tax contributions if any
Y	<b>sev vol pre-tax</b>	Enter the member's voluntary pre-tax contributions if any
Z	<b>period start date</b>	Enter the pay period start date. Format is mmddyyyy (no spaces or separators).
AA	<b>period end date</b>	Enter the pay period end date. Format is mmddyyyy (no spaces or separators).
AB	<b>record type</b>	Enter the appropriate record type for the transactions (must be in caps). Available options are: <b>R = Regular pay</b> <b>A = Adjustment to regular pay</b> <b>S = Settlement adjustment</b> <b>M = Missed regular wage and contribution</b>

Figure 1: ERM Wage and Contribution Template

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB		
1	date	row count																											
2																													
3	agency	SU #	fund	ssn		pid	last name	wages	mandatory post-tax	mandatory pre-tax	employer share	fps wages	fps contribs	hep contribs	service days	voluntary post-tax	voluntary pre-tax	LDiCP	LDIP	LCD	severance wages	sev mand post-tax	sev mand pre-tax	sev er share	sev vol post-tax	sev vol pre-tax	period start date	period end date	record type
4																													
5																													
6																													
7																													
8																													
9																													
10																													
11																													

- Enter the payroll date to be used during the upload process in **Cell A1**. Format is mmddyyyy (no spaces or separators).
- Enter the number of rows of member transactions in **Cell B1**.
- Delete the blank **Row 2** and the header **Row 3**.
- File > Save As > CSV** (Comma delimited, with delimiter set to | ). Refer to appropriate document for complete instructions to correctly create and work with this file.
  - [ERM Create a Pipe Delimited File Using Windows 10 QRG](#)
  - [ERM Create a Pipe Delimited File Using Windows XP QRG](#)
  - [ERM Create a Pipe Delimited File Using Windows 7 and Vista QRG](#)
- Control Panel > Language > Change date, time or number formats > Additional Settings > List Separator** (change , to | ) **> Apply**

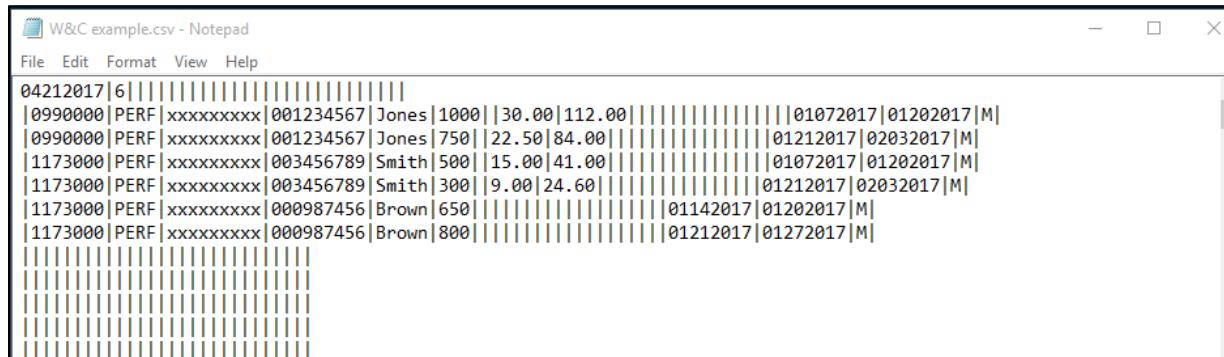
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7. Close the Excel file.

## The CSV File

1. Launch Notepad.
2. Locate the CSV file and open it in Notepad ([File > Open](#)). (Figure 2)

**Figure 2: CSV File in Notepad**



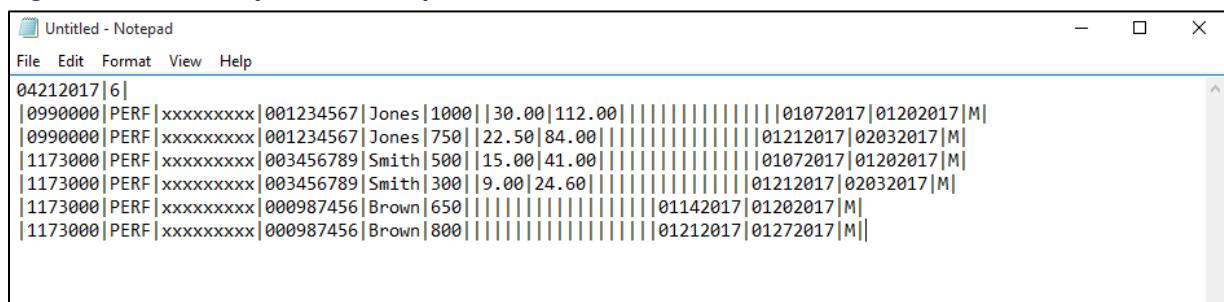
W&C example.csv - Notepad

File Edit Format View Help

04212017 6	0990000 PERF xxxxxxxx 001234567 Jones 1000 30.00 112.00	01072017 01202017 M
	0990000 PERF xxxxxxxx 001234567 Jones 750 22.50 84.00	01212017 02032017 M
	1173000 PERF xxxxxxxx 003456789 Smith 500 15.00 41.00	01072017 01202017 M
	1173000 PERF xxxxxxxx 003456789 Smith 300 9.00 24.60	01212017 02032017 M
	1173000 PERF xxxxxxxx 000987456 Brown 650	01142017 01202017 M
	1173000 PERF xxxxxxxx 000987456 Brown 800	01212017 01272017 M

3. Remove the extra pipe delimiters that fall outside the data fields. There should only be one pipe at the end of each record. There may be additional pipe delimiters after the data fields that must be removed.
4. Highlight the rows of populated data and click **Ctrl + C** to copy the data to the clipboard.
5. Next, do **one** of the following:
  - a. Close the Notebook file and choose **Don't Save** and open Notebook again to a blank file
  - b. Click [File > New > click the \*\*Don't Save\*\* button > Paste](#)

**Figure 3: Cleaned Up File in Notepad**



Untitled - Notepad

File Edit Format View Help

04212017 6	0990000 PERF xxxxxxxx 001234567 Jones 1000 30.00 112.00	01072017 01202017 M
	0990000 PERF xxxxxxxx 001234567 Jones 750 22.50 84.00	01212017 02032017 M
	1173000 PERF xxxxxxxx 003456789 Smith 500 15.00 41.00	01072017 01202017 M
	1173000 PERF xxxxxxxx 003456789 Smith 300 9.00 24.60	01212017 02032017 M
	1173000 PERF xxxxxxxx 000987456 Brown 650	01142017 01202017 M
	1173000 PERF xxxxxxxx 000987456 Brown 800	01212017 01272017 M

6. **Save** the text file ([File > Save As](#)). The extension on the file will be **.txt**.
7. Close the text file ([File > Exit](#)).

This is the file to be uploaded into ERM using the [ERM Wage and Contribution File Upload and Online Entry QRG – Employer](#) process.