

ERM Wage and Contribution File Upload Troubleshooting QRG - Employer

This Quick Reference Guide (QRG) outlines the messages and actions required for resolution of errors to ensure complete, correct upload of wage and contribution submissions.

Table 1: Wage and Contribution File Upload Error Messages and Actions

Message	Action
Invalid File Type	Ensure pipe delimited text file ()
Row count mismatch	Ensure header row is a valid format, accurate row count, and ensure that there are no hard returns or characters after the last data row
Selected Submission Units do not match Submission Units in file	Ensure the Submission Unit (SU) # is full 7-digit number (include leading zeros), if more than one SU in file the Employer holds down the CTRL key to select multiple SUs from the grid
Fund in file does not match Fund for Submission Unit	Valid funds (case sensitive) - PERF, TRF, 77/1977, JU/JRS, CE/EG&C, PA/PARF, LE/LRS
Selected Payroll date and file Payroll date mismatch	Ensure date fields are formatted as MMDDYYYY, ensure correct payroll date is selected in ERM
Correctly formatted Pay Period Start and End Dates must be specified	Ensure date fields are formatted as MMDDYYYY, ensure the file has the correct number of columns represented in the file: <ul style="list-style-type: none"> • 28 columns for W&C file • 24 columns for Member Enrollment file • 16 columns for Member Maintenance file
Row count is invalid	Ensure header row is formatted as MMDDYYYY 102 (The 102 entry is the number of lines, 102 is an example.)
Selected Report Type does not match Report	Ensure that all transactions in file have a (pipe) at the end
TRF Service Days must be entered for Submission Units under the TRF Fund	Ensure all TRF transactions have service days
Selected Report Type does not match Report Type(s) in file	Can combine transactions that are all Regular (R) Missed Regular (M) and/or Adjustment (A) in one file upload, but Settlement Adjustment files marked as (S) must be its own separate file
SSN must be exactly 9 digits	Ensure SSN is all 9 numbers, no dashes or spaces
Empty string	Ensure no blank spaces in any fields

NOTE: Effective 12/31/2009, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the [ERM – Manuals](#) page and the [ERM – Quick Reference Guides](#) page of the INPRS website.

NOTE: To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM documents have been written for Employer and Staff. The Employer versions are available from the [Employer Reporting & Maintenance](#) page of the INPRS website. (IC 5-10.2-2-12.5)