

ERM Member Exception Queue QRG - Employer

Use this Quick Reference Guide (QRG) to aid in managing the member exception queue in the Employer Reporting and Maintenance (ERM) application.

Manage the Exception Queue

For any member transaction that contains errors and fails validation, and for all 1977 Fund enrollments, the transaction is placed into the Exception Queue. The exception must be resolved before the transaction is accepted by the ERM application and becomes effective. If the exception is not resolved, then wage and contribution amounts submitted for this member are also placed in the *Wage and Contribution Exception Queue* and are not accepted by the ERM application.

Access the Exception Queue

1. Select the appropriate Submission Unit from the grid on the ERM *Home* page.
2. Click **Next** to access the *Home Dashboard*.
3. Click the applicable link in the **Exception Type** column in the *Exceptions Summary* section. The **Exception Queue** tab for the chosen link automatically opens.

Resolve Member Maintenance, Enrollment Exception, or DC/ASA Exception (PERF only)

1. Click the applicable link in the **Action** column of the table to open a summary screen for the chosen transaction. A description of the error(s) that caused the transaction to be placed in the *Exception Queue* displays in the upper right of the summary screen.
2. Locate the data field that contains the error.
3. Enter the data required to resolve the error(s) into the appropriate field(s).
4. Once you have provided the information necessary to resolve the error, click **Save and Revalidate** to resubmit the transaction for validation. To remove a transaction because it was entered erroneously, click **Delete**.
5. If the information required to resolve the exception is not available, click **Back** to return to the *ERM Home* page.

NOTE: If transactions have been in the Exception Queue for 30 days or more, you will not be able to submit reports for payment until the errors are resolved.

Member Exception Queue

- Manage the Exception Queue
- Access the Queue
- Resolve Member Maintenance Exceptions
- Complete a 1977 Fund Enrollment

Figure 1: Member Enrollment Exception Queue

Exception Queue					
Wage & Contribution or Adjustment		Settlement		Member Enrollment	
Enrollment Type	Upload Date	PID	SSN	Last Name	Error(s)
Member Enrollment File	2/15/2016		***-**-****	Stalley	Enrollment cannot continue. Please contact INPRS at 888-876-2707.
Information					
Records older than 30 days will result in inability to submit future Wage and Contribution reports.					
Back					

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Complete a 1977 Fund Enrollment

Before an enrollment into the 1977 Fund is complete, the member must pass the Statewide Baseline Examination. Once the initial enrollment is completed by entering the member demographic data, notification is sent either by phone, email, or mail from INPRS, that results have been received. The approval date is entered by INPRS. Enter the member's hire date to complete the member's enrollment into the 1977 Fund.

To complete the enrollment:

1. Click the member's enrollment transaction link in the **Exception Type** column in the *Exceptions Summary* section on the *Home Dashboard*.
2. Click the **Enter Hire Date** link in the **Action** column of the table next to the transaction to be modified.
3. Enter the member's hire date into the **Hire Date** field.
4. Click **Save and Revalidate** to submit the transaction for validation.

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. (IC 5-10.2-2-12.5)

NOTE: To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM manuals 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)