Indiana Public Retirement System (INPRS)

Employer Reporting and Management (ERM) Member Management User Manual - Employer

INPRS

INDIANA PUBLIC RETIREMENT SYSTEM

Table of Contents

1 Introduction to Member Management for Employer Users

> **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)

Employer Users have access to enroll members and/or manage member accounts in the Employer Reporting and Maintenance (ERM) application. Based on individualized security roles in the ERM application, Employer Users can conduct the following member management functions:

- Enroll new members.

- Modify member information.

- Bulk upload member maintenance.

- Bulk upload member enrollment.

- Manage the Member Enrollment and Member Maintenance Exception Queues.

This user manual introduces all the features and screens associated with member management functions in the ERM application, as well as how to enter and modify member management data within ERM.

> **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.

Employer Reporting and Management (ERM)
Member Management User Manual - Employer
Effective: 10/01/2024
Version: 16.0

Page 6 of 64

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

2 ERM Glossary

Refer to the *ERM Glossary* document for a complete list and definitions.

> **NOTE:** In other documents the various funds, systems, and plans may be abbreviated as follows:
>
> - 1977 Fund, 77 Fund, PF77 – 1977 Police Officers' and Firefighters' Pension and Disability Fund
> - CE, C&E, CAEP, EG&C - Excise, Gaming, and Conservation Officers' Retirement Plan
> - JU, JRS, JUDG – Judges' Retirement System
> - LE, LE DC, LE DB, LRS, LEGL – Legislators' Retirement System (Defined Contribution or Defined Benefit)
> - PA, PARF – Prosecuting Attorneys' Retirement Fund
> - PERF, PE, PR2, PR3, PMCH – Public Employees' Retirement Fund Retirement Fund
> - TRF, TRFF, TR2, TMCH – Indiana State Teachers' Retirement Fund
>
> No matter how they are abbreviated, the abbreviations refer to these named funds, systems, and plans and often are referred to as "fund, "plan", or "system".

3   ERM Navigation Menu

The *Navigation Menu* is to the left of the ERM *Home* page, as shown in Figure 1.

The selections in the *Navigation Menu* are:

- Home

- Employer

- Member

- Wage and Contribution

- Administration

- PERF Links

- Employer Reports

- Contact Us

Several selections have drop-down menus. The options available to Employer Users vary by security role. Options that are grayed out mean an Employer User does not have access.

Figure 1: ERM Home Page

3.1   Access the Home Dashboard

To access the *Home Dashboard* for a Submission Unit:

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

2.   Click **Next**. The Home Dashboard for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard

The *Home Dashboard* has these sections for the selected Submission Unit:

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

For detailed instructions about how to resolve member exceptions, refer to the *Manage Member Enrollment*, *Member Maintenance*, and *My Choice Exception Queues* section in this manual.

3.1.1 Notifications

The *Notifications* section lists any active notifications sent to the selected Submission Unit. The columns are:

- Sent To
- Title
- Author
- Date Received
- Message

3.1.2 Exceptions Summary

The *Exceptions Summary* lists:

- Exception Type
- Count
- Oldest (In Days)

To view an *Exception Queue*, click the link in the **Exception Type** column of the *Exceptions Summary* section (Figure 2). The *Exception Queue* screen displays, as shown in Figure 3.

Figure 3: Exception Queue

The *Exception Queue* screen displays tabs for 4 Exception Queues: **W&C or Adj** (Wage and Contribution or Adjustment**)**, **Settlement**, **MBR Enroll** (Member Enrollment**)**, **MBR Maint** (**Member Maintenance), Miss MBR > 60** (Missing Member), and **My Choice**. It automatically defaults to the **Exception Queue** tab for the link chosen in the *Exceptions Summary* section on the Home Dashboard.

3.1.3   Missing Member Report

The *Missing Member Report* section allows viewing those members in the Submission Unit who have not had a wage and contribution transaction submitted for between 30 and 59 days (>30). To view a missing member report, click **View Missing Member Report**, as shown in Figure 4.

Figure 4: Missing Member Report on ERM Home >30

The *Missing Member Report* displays the following information, as shown in Figure 4:

- Pension ID
- Last Name
- SSN (partial)
- Days Missing
- Last Payroll Date
- Last Pay Posted Date
- Open Life Event

If the **Missing Members Greater Than 60 Days** is selected from the *Exception Summary* section (Figure 5), or by clicking on the **Miss MBR > 60** tab in the *Exception Queue*,

Figure 5: Missing Member Report >60

For instructions regarding the various missing member reports and how to resolve issues with missing members to avoid having regular wage and contribution uploads blocked, refer to the *ERM Missing Member Report QRG – Employer* available on the INPRS website.

3.1.4 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.

3.2 Access and View Member Management Options

Click the ▷ to the left of *Member* in the *Navigation Menu*. A drop-down menu displays with all member management options, as shown in Figure 6. Actions associated with each option are described in Table 1.

Figure 6: Member Management Options Menu

Table 1: 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	Update termination information for an inactive member.
Bulk Upload Maintenance	Make changes to multiple member accounts within a Submission Unit through a file upload.
Bulk Upload Enrollment	Enroll several members into the same Submission Unit through a file upload.
Member SSN Change	Change member SSN (INPRS Staff User-only).
SSN Change Approval	Approve a member SSN change (INPRS Staff User-only).
Member Life Event Management	Edit/Delete Member Life Events (INPRS Staff User function-only)

4   Enroll a New Member

This section covers information about enrolling a new member for the PERF, TRF, CE (EG&C) Fund, JU (JRS) System, and PA (PARF) Fund.

> **NOTE:**   Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

To enroll a new member, complete the following steps, as shown in Figure 7.

1.   Select a Submission Unit.

2.   Enter and verify the member's SSN.

3.   Select the member position.

4.   Enter the member demographics.

5.   Enter plan election. (PERF/TRF My Choice)

6.   Verify enrollment.

7.   Submit (the enrollment).

Figure 7: Enroll a New Member Process Flow
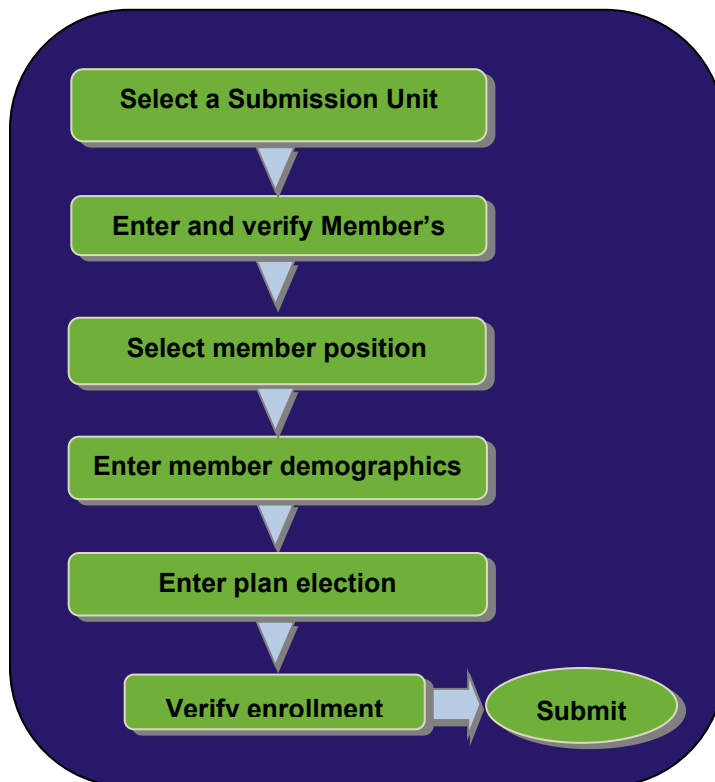
4.1   Enroll a New Member

To enroll a new member into PERF, TRF, or the JRS System:

1. Click the ▷ to the left of *Member* in the *Navigation Menu*. A drop-down menu displays with these options:

   - Enroll New Member

   - Modify Member

   - Modify Inactive Member

   - Bulk Upload Maintenance

   - Bulk Upload Enrollment

   - Member SSN Change (INPRS Staff User-only)

   - SSN Change Approval (INPRS Staff User-only)

   - Member Life Event Management (INPRS Staff User function-only)

2. Choose **Enroll New Member** from the drop-down menu.

4.1.1 Select a Submission Unit

The first screen that displays when the **Enroll New Member** option is chosen is the *Select Submission Unit* screen as shown in Figure 8. Choose the Submission Unit into which the new member is enrolled.

Figure 8: Select Submission Unit Screen

The *Select Submission Unit* screen contains search fields that locate a Submission Unit by Submission Unit ID or Submission Unit Name.

To search for a Submission Unit by ID number:

1. Enter the Submission Unit ID number in the **Submission Unit ID** field. The full Submission Unit ID number does not need to be entered.

2. Click **Search**.

To search for a Submission Unit by name:

1. Enter the name of the Submission Unit in the **Submission Unit Name** field. The full Submission Unit Name does not need to be entered.

2. Click **Search**.

All Submission Unit records that match the search criteria entered, and that the employer has permissions to view, display in the scrollable table found below the search fields.
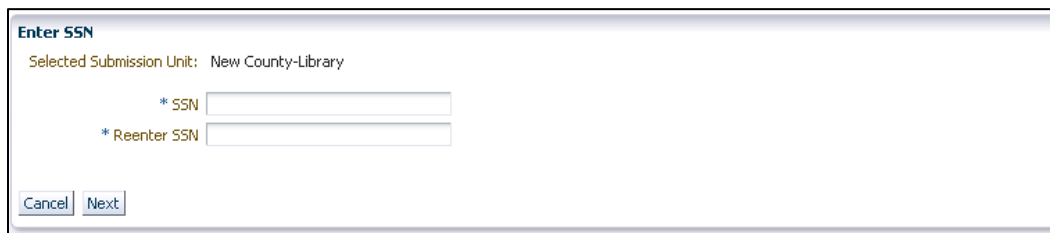
To select a Submission Unit from the scrollable table:

1. Scroll through the table until the Submission Unit for the new member is visible.

2. Click the Submission Unit name.

3. Click **Next** to continue the member enrollment.

4.1.2 Verify Member Social Security Number

The next screen that displays is the *Enter SSN* screen, as shown in Figure 9. This screen contains two fields where the member's Social Security Number is manually entered and verified.

Figure 9: Enter SSN Screen

To enter an enrolling member's SSN:

1. Enter the SSN, without dashes, into the **SSN** field.

2. Re-enter the SSN, without dashes, in the **Reenter SSN** field.

3. Click **Next**. After clicking **Next**, the ERM application checks the SSN against existing member records.

   a. If the new member's SSN already exists but is not enrolled in the Submission Unit selected, a screen displays, as shown in Figure 10 and Figure 11 (TRF). It displays the demographic information and status of a TRF Member for the existing member, plus a notification that the member exists in the ERM application.

Figure 10: Confirm Member Already Exists Notification (PERF and JU/JRS)
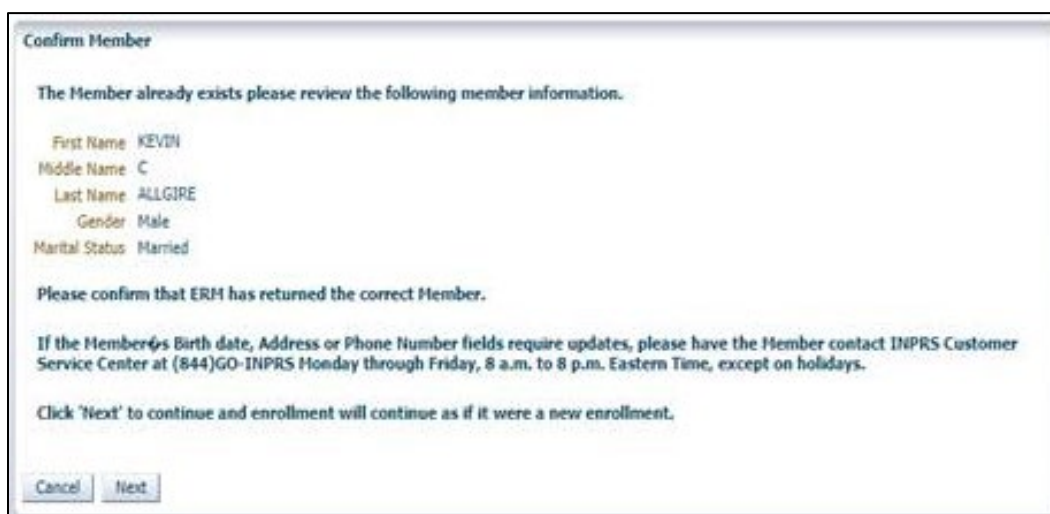
Figure 11: Confirm Member Already Exists Notification (TRF)

> **Confirm Member**
>
> The Member already exists please review the following member information.
>
> First Name TINA
> Middle Name M
> Last Name BELLINGER
> Gender Female
> Marital Status Single
> TRF Pre-96 Member **No**
> Please confirm that ERM has returned the correct Member.
>
> If the Member's Birth date, Address or Phone Number fields require updates, please have the Member contact INPRS Customer Service Center at (844)GO-INPRS Monday through Friday, 8 a.m. to 8 p.m. Eastern Time, except on holidays.
>
> Click 'Next' to continue and enrollment will continue as if it were a new enrollment.
>
> Cancel   Next

    b.   If the information displayed is for the new member, click **Next** to continue the member enrollment.

    c.   If the new member's SSN exists and is enrolled in the Submission Unit, a notification displays that redirects to the Modify Member Section, as shown in Figure 12.

> **NOTE:**   If the member's SSN exists in a status that does not let that member re-enroll into the Fund, a notification displays. It tells the Employer User to contact INPRS because the enrollment cannot proceed.

Figure 12: SSN Already Enrolled with Submission Unit Notification

> The Social Security Number exists for this Member within the Submission Unit specified. Please go to the Modify Member Section for this Member.

The *Question – Intermittent* displays after *Confirm Member* (Figure 11) and before *Select Position* (Figure 14). The **Intermittent Flag** tab displays for all funds except TRF because TRF cannot change the Plan status.

Figure 13: Intermittent Flag

> **Question - Intermittent**
> * Intermittent [▼]   If the Intermittent Flag is set to Yes, the member's Intermittent status will need to be verified annually.
>
> Cancel   Next

4.1.3 Select a Member's Position

If the new member's SSN does not exist, the *Select Position* screen displays for the Fund the member is being enrolled in. The information required on the screen depends on the Fund.

Select a Member Position for PERF

To select a member position for PERF:

    1.   Make a selection from the drop-down menu associated with the **Is Member in a Covered Position?** Field shown in Figure 14.

a. In order for enrollment to continue, **Yes** must be selected.

b. If the member is not in a covered position, select **No**. If the member is not in a covered position, a notification displays stating the enrollment cannot proceed.

2. Make a selection from the drop-down menu associated with the **Is Member an Elected Official?** field also shown in Figure 14.

a. If the member is an elected official, select **Yes**. A new screen section displays, which contains a list of elected positions:

- County Auditor

- County Clerk

- County Recorder

- County Treasurer

- Coroner

- Sheriff

- State Elected Auditor (Effective July 1, 2023, the Auditor of the State title changes to State Comptroller.)

- State Elected Treasurer

- State Elected Secretary

- County Surveyor

- Any Elected Official Not Listed Above

b. Click the member's elected position.

c. If the member is not an elected official, select **No**.

3. Click **Next**.

Figure 14: Select Position – Fund PERF

Select a Member Position for TRF

To select a member position for TRF:

1. Choose **Yes** or **No** from the drop-down menu next to the **Part Time/Substitute** field.

2. Choosing **Yes** produces a new screen section titled *Confirm - Fund TRF* under the **Part Time/Substitute** field, as shown in Figure 15.

3. Answer each question in the *Confirm - Fund TRF* section of the *Select Position* screen. If the member does not meet all of the criteria given, a notification displays stating the enrollment cannot proceed.

4. Click **Next**.

Figure 15: Select Position: Confirm - Fund TRF

Select a Member Position for CE/EG&C Fund

To select a member position for CE/EG&C Fund:

1. Choose the enrolling member's position from the drop-down menu associated with the **Member's Position** field shown in Figure 16. The list includes the following:

    - Gaming Agent

    - Gaming Control Officer

    - Indiana State Conservation Enforcement Officer

    - Indiana State Excise Police-Law Enforcement Division

    - Indiana State Excise Police Officer

2. Click **Next**.

Figure 16: Select Position - Fund CE (EG&C)

Select a Member Position for the JU/JRS Fund

To select a member position for the JU/JRS Fund:

1. Choose the member's position title from the drop-down menu next to the **Member's Judge Type** field, as shown in Figure 17. The menu includes the following:

    - Appeals Court Judge

    - Circuit Court Judge

    - County Court Judge

- Criminal Court Judge

- Juvenile Court Judge

- Magistrate – Full-Time

- Magistrate – Juvenile

- Municipal Court Judge

- Probate Court Judge

- Superior Court Judge

- Supreme Court Judge

- Tax Court Judge

2. Click **Next**.

Figure 17: Select Position – Fund JU (JRS) Screen

Select Position - Fund JU
* Member's Judge Type [▼]

Cancel   Next

Select a Member Position for PA/PARF Fund

To select a member position for PA/PARF Fund:

1. Choose the enrolling member's position title from the drop-down menu associated with the **Member's Position** field shown in Figure 18. This list includes:

- Prosecuting Attorney

- Chief Deputy Prosecuting Attorney

- Deputy Prosecuting Attorney (Deputy Prosecuting Attorneys paid by the state are eligible to become members of PARF)

- Executive Director

- Assistant Executive Director

2. Click **Next**.

Figure 18: Select Position Screen: Fund PA (PARF)

Select Position - Fund PA
* Member's Position [▼]

Cancel   Back   Next

4.1.4 Enter Member Demographics

Once member's position has been selected, the *Create New Member* screen displays, as shown in Figure 19. Enter demographic information on this screen.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

Figure 19: Create New Member Screen

To enter member demographics into the *Create New Member* screen:

1. Enter the member's hire date in the **Hire Date** field in Section 1. The required format for the field displays in a pop-up bubble when the **Hire Date** field is clicked.

2. Enter the following member demographics into the fields in Section 2:

   - Prefix

   - First Name (view-only for members who already exist in ERM)

   - Middle Name (view-only for members who already exist in ERM). This field is not required.

   - Last Name (view-only for members who already exist in ERM)

   - Suffix. This field is not required.

   - Birth Date (MM/DD/YYYY) (view-only for members who already exist in ERM). The required format for the field displays in a pop-up bubble when the **Birth Date** field is clicked.

   - Gender

   - Marital Status

- Email Address (Required for full-time TRF members)

3. Enter the following member address information into the fields in Section 3:

    - Address (view-only for members who already exist in ERM)

    - City (view-only for members who already exist in ERM)

    - State (view-only for members who already exist in ERM)

    - Zip (view-only for members who already exist in ERM)

4. Enter the member's phone number and extension into the fields in Section 4:

    a. The phone type defaults to **Main**.

    b. Enter the member's phone number into the **Phone** field. The required format for the field displays in a pop-up bubble when the **Phone** field is clicked (view-only for members who already exist in ERM).

    c. If a particular extension is required, enter this number in the **Extension** field.

5. Submit the member's election for My Choice Retirement Savings Plan (PERF or TRF). Three options are available during the 60-day window the member has to make the election.

    a. No Election at this time

    b. PERF/TRF Hybrid

    c. PERF/TRF My Choice

6. Click **Next**.

4.1.5 Verify Member Enrollment Summary

Once all the required demographic information has been provided, verify that the information is correct.

After clicking **Next**, the *Verify Member Enrollment* screen opens, as shown in Figure 20.

1. Verify all information on the screen.

2. Click **Back** if any information is incorrect. Continue until reaching the screen that displays the field containing the incorrect information.

    a. Enter the correct information into the field.

    b. Click **Next** until the *Verify Member Enrollment* screen redisplays.

3. Click **Submit** when all required fields are complete and the information is correct.

Figure 20: Verify Member Enrollment

4.1.6 Confirm Member Enrollment

Click **Submit** on the *Verify Member Enrollment* screen, the ERM application assigns a Pension ID number for the newly enrolled member. If the member already existed in the system, the Pension ID remains the same.

A confirmation screen displaying the assigned Pension ID number displays, as shown in Figures 21 and 22.

Figure 21: Confirm Member Enrollment Summary Screen for Non-TRF Funds

In addition, the TRF Fund Classification is displayed in the confirmation screen upon a member being enrolled in the TRF Fund, as shown in Figure 22.

Figure 22: Confirm Member Enrollment Summary Screen for TRF Fund

Member Enrollment Confirmed

The Member has been enrolled successfully into the TRF 1996 plan with Pension ID: 000448974.

5   Enroll a New Member: 1977 Fund

> **NOTE:** Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

5.1   HEA1043, Effective July 1, 2020

Political subdivisions may adopt a resolution specifying members of the **volunteer fire department** that are required to become members of **PERF My Choice**.

- Local government/political subdivisions can now offer PERF My Choice to volunteer firefighters.

- Volunteer firefighters are not employees

- Political subdivisions can determine the amount of their contributions and the frequency of contributions.

- Local government/Political subdivisions are not tied to statutory employer or employee contribution requirements for these individuals.

- All contributions go to a member's contribution account. None are considered employer contributions.

5.2   Enroll a New Member

5.2.1   SEA 78, Effective July 1, 2022

> **NOTE:** A School Resource Officer (SRO) should be enrolled as a Police Officer. (HB 1104, effective July 1, 2024)

Effective July 1, 2022, SEA 78, provides that if INPRS determines that a new full-time police officer or full-time firefighter in PERF should be a member of the 1977 Fund, INPRS shall require the employer to transfer the member into the 1977 Fund and contribute the amount that INPRS determines is necessary to fund fully the member's service credit in the 1977 Fund for all service earned as a full-time police officer or full-time firefighter in PERF. Provides that a police officer or firefighter who is an active member of the 1977 Fund with an employer that participates in the 1977 Fund, separates from that employer, and more than 180 days after the date of the separation becomes employed as a full-time police officer or full-time firefighter with the same or a second employer that participates in the 1977 Fund, is a member of the 1977 Fund without meeting the age limitations under certain circumstances. However, the individual must pass the statewide baseline physical and local board mental examinations. (IC 36-8-8-3, IC 36-8-8-5, IC 36-8-8-7)

Employer contributions, member contributions, and service credit for full-time police officer or full-time firefighter members, formerly PERF members, must be resubmitted by the employer via wage and contribution entries when transferring the member to the 1977 Fund as a result of the SEA 78 legislation effective July 1, 2022. This can only be done if the PERF member passes the statewide baseline physical and local board mental examinations.

Any existing PERF member that is being transferred to the 1977 Fund to comply with SEA 78 is addressed on a case-by-case basis upon submission of the *1977 Police Officers' & Firefighters' Fund Application for Membership (State Form 04928)*. This form is only available from the EA Team.

Defined contribution (DC) after tax contributions paid out of the member's pay results in a credit on the employer's account as a result of the transfer of the member from PERF to the 1977 Fund via wage and contribution

transactions. It is the employer's responsibility to reimburse the employee for any after tax contributions and any voluntary contributions.

Rollover pre-tax contributions are not impacted by this process.

Any PERF member becoming a 1977 Fund member as a result of SEA 78 should review the beneficiary/survivor designation(s) to ensure they align with the IC 36-8-8-13.9 and IC 36-8-8-14.1 statutes.

A PERF member that has been transferred to be a 1977 Fund member qualifies for retirement pension and death benefits according to the statutes outlined by the 1977 Police Officers' and Firefighters' Pension and Disability Fund. Refer to the applicable sections in this reference manual for details.

5.2.2 To enroll a new member into the 1977 Fund:

1. Click the $\triangleright$ to the left of *Member* in the *Navigation Menu*. A drop-down menu displays. The options in this menu are:

   - Enroll New Member

   - Modify Member

   - Bulk Upload Maintenance

   - Bulk Upload Enrollment

   - Member SSN Change (INPRS Staff User-only function)

   - SSN Change Approval (INPRS Staff User-only function)

2. Choose **Enroll New Member** from the drop-down menu.

5.2.3 Select a Submission Unit

To select a Submission Unit for a 1977 Fund enrollment, follow the same steps as selecting a Submission Unit for a PERF, TRF, or JU Fund enrollment. Refer to the *Enroll a New Member* section of this manual.

5.2.4 Verify Member Social Security Number (SSN)

To verify a new member's SSN for a 1977 Fund enrollment, follow the same steps as verifying a new member's SSN for a PERF, TRF, or JU/JRS Fund enrollment. Refer to the *Enroll a New Member* section of this manual.

5.2.5 Select a Member Position for the 1977 Fund

This is not required for the 1977 Fund.

5.2.6 Enter Member Demographics

Once the new member's SSN is verified, the *Create New Member* screen opens, as shown in Figure 23. Use the different sections to provide demographic information for the new member.

Figure 23: '77 Fund Create New Member

To enter member demographics into the *Create New Member* screen:

1. Section 1 of the *Create New Member* screen usually contains the **Hire Date** field. For 1977 Fund enrollments; however, the member's hire date cannot be entered until INPRS receives the results from the member's Statewide Baseline Examination. Once INPRS receives this information, INPRS Staff contacts the employer by phone or email to notify the employer to enter the member's hire date. This field is not visible during member enrollment for the 1977 Fund.

2. Enter additional member demographics into the fields in Sections 1, 2 and 3 of the *Create New Member* screen.

   For 1977 Fund enrollments, the ERM application calculates the member's age based on the date entered into the **Birth Date** field.

   • **Prior to July 1, 2020**, if the new member's age is greater than or equal to 36 years as a firefighter or 40 years of age as a police officer, a notification displays alerting the Employer User that enrollment cannot continue. However if the member is rehired into the 1977 Fund, the member's age can be equal to or greater than 36.

   • **Effective for firefighter applications received on or after May 1, 2023** (SB185), if the new member's age is greater than or equal to 40 years, the enrollment cannot continue.

3. Click **Next**.

5.2.7 Verify Member Enrollment Summary

When enrolling new members into the 1977 Fund, members are placed into the Exception Queue until results of their Statewide Baseline Examination are received by INPRS. The Exception Queue notification is shown in Figure 24.

Refer to the *Manage the Member Enrollment*, *Member Maintenance*, and *My Choice Exception Queues* section of this manual on how to complete the enrollment process.

Figure 24: '77 Fund Enrollment Exception Queue Notification

Confirm Success

77 Fund enrollments are sent to the Member Enrollment Exception Queue with the status of 'Pending' until results of the Statewide Baseline Examination are received. Once INPRS receives the results, we will contact you to complete the enrollment.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM
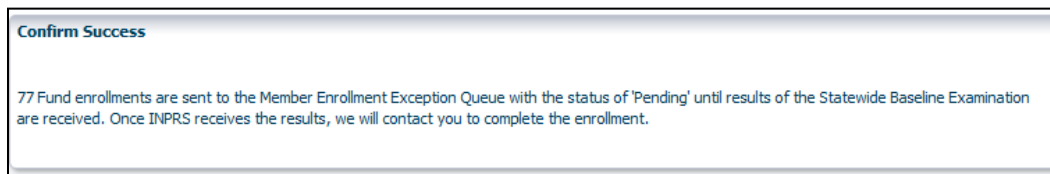
6 Modify a Member

> **NOTE:** Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

Employer Users can modify specific information associated with member accounts in the ERM application, including:

- First, Middle and Last Name
- Gender
- Marital Status
- Member Fund Information (PERF and TRF only)
- Life Events
- Fund Election (PERF Only)

6.1 Locate a Member Account

To locate a member account, select **Member** in the *Navigation Menu*, then choose *Modify Member* from the drop-down menu. This opens the *Modify Member* screen, as shown in Figure 25. The screen's search fields can locate a member account using the member's:

- Last name the last 4 digits of the member's SSN, or
- Full SSN, or
- Pension ID

Figure 25: Search Member Section of the Modify Member

6.1.1 Search for a Specific Member Account

To search for a member using the member's last name and last 4 digits of the member's SSN:

1. Enter the member's last name into the **Last Name** field.
2. Enter the last 4 digits of the member's SSN in the **Last 4 SSN** field.
3. Click **Search**.

To search for a member using the member's full SSN:

1. Enter the entire SSN, without the dashes, into the **Full SSN** field.

2. Click **Search**.

To search for a member using the member's Pension ID number:

1. Enter the 9-digit Pension ID into the **Pension ID** field.

2. Click **Search**.

Information for the member whose record matches the data entered into the search field(s) displays on the bottom of the *Modify Member* screen. This bottom portion of the screen contains three sections, as shown in Figure 26.

Figure 26: Member Account

Member Demographics section contains member demographic information, including:

- First, Middle and Last Name

- Gender

- Marital Status

- Pension ID

- TRF Fund Classification (TRF Only)

Member Submission Units section contains a scrollable table listing all Submission Units in which the member is enrolled.

Tabs section displays tabs which contain the following member information related to the Submission Unit selected in the *Member Submission Units* section:

- Hire Date

- Member Fund (PERF and TRF)

- Life Events

- My Choice tab

6.2 Manage Member Demographics

Member Demographics section of the *Modify Member* screen allows Employer Users modify certain member demographics. To modify member demographics:

1. Click **Modify**. The *Modify Member Demographics* dialog box displays, as shown in Figure 27. The dialog box contains the following fields:

   - First, middle and last name

   - Gender

   - Marital status

Figure 27: Modify Member Demographics

Modify Member Demographics

* First Name	James
Middle Name	
* Last Name	Patterson
* Gender	Male
* Marital Status	Married

By changing this Member's First, Middle or Last Name you are certifying that you have received the proper documentation for this legal change to take effect.

Save   Cancel

2. Enter the correct information or click the ▼ next to the field that needs to be modified.

3. Select the appropriate option from the drop-down menu.

4. Click **Save**.

> **NOTE:** Only the names of active members of a Submission Unit can be changed. Changing the member's name can only be done if copies of the proper legal paperwork has been received and verified.

6.3 Manage Member Submission Units

6.3.1 Manage Member Hire Date, Fund Information, Life Events and My Choice Retirement Plan

> **NOTE:** Member Submission Unit information is view-only and cannot be modified.

The tabs at the bottom of the *Modify Member* screen allows Employer Users to modify Fund details (PERF and TRF), add **Life Events**, and display My Choice elections for members associated with more than one Submission Unit, the information displayed on these tabs changes depending upon the Submission Unit selected in the *Submission Units* section.

6.3.2 Modify a Member Hire Date

> **NOTE:** Member hire date information is view-only. Employer Users cannot modify a member's hire date. Contact INPRS if a member's hire date needs to be modified.

6.3.3 Modify Member Fund Details

Member Fund details can be modified using the **Member Fund** tab, as shown in Figure 28. This tab displays only if the member participates in at least one of the following Funds:

- PERF
- TRF

Figure 28: Member Fund – PERF Tab on the Modify Member Screen

Modify Member Fund Details for PERF

To modify member Fund information for PERF:

1. Click **Modify** below the **Member Fund - PERF** tab. This opens the *Modify Member Fund PERF* dialog box, as shown in Figure 29. The dialog box has these fields:

   - Is Member an Elected Official?

   - Elected Official Type. If the member is an Elected Official, the type is required.

   - Elected Official Effective Date. If the **Is Member an Elected Official?** field is modified, the **Elected Official Effective Date** field must be modified.

Figure 29: Modify Member Fund PERF

2. Select the field to be modified. Select the correct option from the drop-down menu or enter the updated member Fund information into the appropriate field.

3. Click **Save**.

Modify Member Fund Details for TRF

> **NOTE:** Member Voluntary (Pre-Tax) % field appears only if the Submission Unit has elected to participate in the Voluntary Pre-Tax Program prior to 1/1/2018. This option is no longer available for new enrollees as of 1/1/2018. This field is view-only for Employer Users. If the information may be incorrect, contact INPRS.

Figure 30: Member Fund - TRF Tab on the Modify Member Screen

To modify member Fund information for TRF:

1. Click **Modify** below the **Member Fund - TRF** tab, as shown in Figure 30. This opens the **Modify Member Fund -TRF** dialog box, as shown in Figure 31.

2. If the value entered in the **Part Time/Substitute** field changes from *Yes* to *No*, provide an email address for the member. A new field displays in the dialog box, as shown in Figure 31.

Figure 31: Modify Member Fund - TRF Part Time/ Substitute Status Change

3. Select the field to be modified.

4. Select the correct option from the drop-down menu or enter the updated member Fund information into the appropriate field.

5. Click **Save**.

Modify Member Fund Details for 1977 Fund

> **NOTE:** There is no member Fund information to modify for members in the '77 Fund.

Modify Member Fund Details for CE/EG&C Fund

> **NOTE:** There is no member Fund information to modify for members in the CE (EG&C) Fund

Modify Member Fund Details for JU/JRS

> **NOTE:** There is no member Fund information to modify for members in the JU (JRS) Fund.

Modify Member Fund Details for PA/PARF Fund

> **NOTE:** There is no member Fund information to modify for members in the PA (PARF) Fund.

6.3.4 Modify Member Life Events

Employer Users have the ability to modify member Life Events through the **Life Events** tab on the *Modify Member* screen, as shown in Figure 32. Refer to the *ERM Glossary* for more details about Life Events.

Figure 32: Life Events Tab on the Modify Member Screen

To modify a member Life Event:

1. Click **Add Life Event** below the **Life Events** tab. This opens the **Add Member Life Event** dialog box, as shown in Figure 33.

Figure 33: Add Member Life Event

2. Click the ▾ to the right of the **Life Event** field. Choose the appropriate Life Event from the drop-down menu. Depending on the Life Event chosen, additional information may be required.

    a. If the Life Event is a change from a covered to a non-covered position within the same Submission Unit:

        1) Select the *Covered to Non-covered Position* option from the **Life Event** field drop-down menu.

    > **NOTE:** If a member goes from a non-covered position to a covered position, this is considered a new enrollment and the member must be enrolled into the correct Submission Unit.

        2) Enter the last day the member is in the covered position into the **Last Day in Covered Position** field. The required format for this field displays in a pop-up bubble when the field is clicked. For more information on the definition of this field. Refer to the *ERM Glossary* document for a complete list and definitions.

    b. If the Life Event is the beginning of a leave of absence:

        1) 34.

        2) Enter the leave effective date into the **Effective Date** field. Click the field and the required format for this field displays in a pop-up bubble.

Figure 34: Add Member Life Event - Leave of Absence
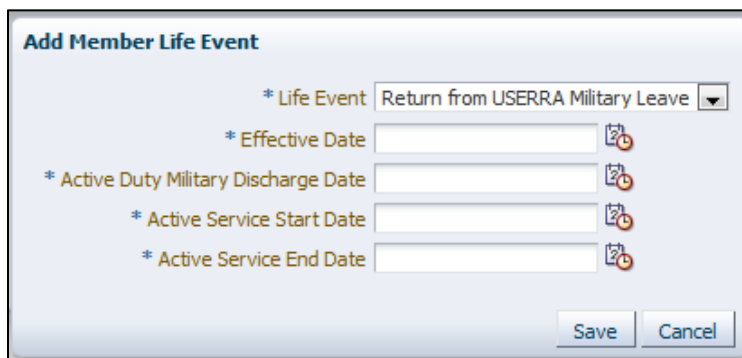
c. If the Life Event is a return from a leave of absence:

1) Select the correct **Return from Leave** option from the **Life Event** field drop-down menu.

2) Enter the date the member returned from leave into the **Effective Date** field, as shown in Figure 35. Click the field and the required format for this field displays in a pop-up bubble.

3) If the member is returning from a military leave, enter the date the member was released from active duty in the **Active Duty Military Discharge Date** field. Click the field and the required format for this field displays in a pop-up bubble. Enter the date the member began active military service in the **Active Service Start Date** field. Then enter the date the member ended active military service in the **Active Service End Date** field.

NOTE:	Any member returning from active military service (Military LOA) should provide a copy of the DD Form 214 to the employer to verify the dates of service.

NOTE:	When returning a TRF member from certain Life Events the number of Service Credit Days the member was on leave is required to be entered.

Figure 35: Add Member Life Event – Return from Leave

d. If the Life Event is placing a member on suspension:

1) Select the **Suspension** option, either paid or unpaid, from the **Life Event** field drop-down menu.

2) In the **Effective Date** field, enter the date the member's suspension takes effect. The required format for this field displays in a pop-up bubble when the field is clicked.

e. If the Life Event is removing a member from suspension:

1) Select the **Return from Suspension** option from the **Life Event** field drop-down menu.

2) In the **Effective Date** field, enter the date the member's return from suspension takes effect. The required format for this field displays in a pop-up bubble when the field is clicked.

f. If the Life Event is a termination:

1) Select **Terminate Employment** from the **Life Event** field drop-down menu, as shown in Figure 36.

2) Enter the member's termination date into the **Last Day in Pay** field, shown in Figure 36. The required format for this field displays in a pop-up bubble when the field is clicked. For more information about the definition of this field. Refer to the *ERM Glossary* document for a complete list and definitions.

3) Enter the date of the member's last paycheck into the **Last Check Date** field, shown in Figure 36. The required format for this field displays in a pop-up bubble when the field is clicked. For more information about the definition of this field. Refer to the *ERM Glossary* document for a complete list and definitions.

Figure 36: Add Member Life Event – Termination

Add Member Life Event

* Life Event	Terminate Employment ▾
* Last Day in Pay	
* Last Check Date	

Save Cancel

3. Click **Save**.

> **NOTE:** When entering termination information for a member of the 1977 Fund note that the last day in pay cannot be the same date as the member's retirement date. The last day in pay must be at least one day before the member's retirement date.

6.3.5 Modify/Delete Life Events

Employers Users have the ability to modify/delete a member's life event in ERM. The life event must be deleted in reverse chronological order. Refer to the *ERM Glossary* document for a complete list and definitions and for more details about Life Events.

6.3.6 Modify My Choice Retirement Savings Plan Elections

Employer Users have the ability to submit a member's Plan Election until the election is made by the member or by the employer. The election is allowable for a 60-day window from the hire date or until an election is submitted. The **My Choice** tab on the *Modify Member* screen shown in Figure 33, reflects the following information:

- Plan Election:
  - Options may include **PERF/TRF My Choice**, **PERF/TRF Hybrid**, or **No Election at this Time**

- Effective Date

- Plan Election Input

- Input Election Date

- Vesting Percentage in the My Choice Retirement Savings Plan

If **No Election at this Time** is represented, the election can be submitted via the *My Choice Exception Queue* or by the member through their account online. Fund elections are not modifiable once submitted.

Life Events through the **Life Events** tab on the *Modify Member* screen, as shown in Figure 37.

Figure 37: My Choice Tab

Member Demographics

First Name	Christi
Middle Name	L
Last Name	Denton
Gender	Female
Marital Status	Single
Pension Id	001

Modify

TRF Fund Pre-1996 Member: **No**

Member Submission Units

Action	Unit ID	Unit Name	Hire Date	Status	Status Effective Date
Modify	0079002	LAFAYETTE SCHOOL CORP	8/6/2024	Active	8/6/2024

| Hire Date | Member Fund - TRF | Life Events | **My Choice** |

Plan Election:	My Choice
Effective Date:	8/6/2024
Plan Election Input:	My Choice
Input Election Date:	8/1/2024
Vesting Percentage:	0 %

Employer Reporting and Management (ERM)   Page 37 of 64
Member Management User Manual - Employer
Effective: 10/01/2024
Version: 16.0

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

7 Modify an Inactive Member

Employer Users can modify a member's termination dates by using the **Modify Inactive Member** option under *Member* in the *Navigation Menu*. Choosing this option opens the *Search Member* screen, as shown in Figure 38.

> **NOTE:** Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

Figure 38: Search Member Screen

The top section of the *Search Member* screen contains search fields to locate an inactive member's account using the following information:

- The member's last name AND the last 4 digits of the member's SSN, or
- The member's full SSN, or
- The member's Pension ID

7.1 Search for a Specific Member Account

7.1.1 To search for a member using the member's last name and last 4 digits of the member's SSN:

1. Enter the member's last name into the **Last Name** field.
2. Enter the last 4 digits of the member's SSN in the **Last 4 SSN** field.
3. Click **Search**.

7.1.2 To search for a member using the member's full SSN:

1. Enter the member's SSN, without the dashes, into the **Full SSN** field.
2. Click **Search**.

7.1.3 To search for a member using the member's Pension ID number:

1. Enter the member's 9-digit Pension ID into the **Pension ID** field.
2. Click **Search**.

Information for the member whose record matches the data entered into the search fields displays on the bottom of the *Modify Inactive Member* screen. This screen contains three sections, as shown in Figure 39.

Figure 39: Modify Inactive Member Screen

Section 1 contains view-only member demographic information, including:

- First Name, Middle Name, and Last Name

- Gender

- Marital status

- TRF Fund Classification (TRF Only)

Section 2 contains a table listing the member's inactive Submission Unit(s). This information is view-only.

Section 3 displays the My Choice section, if applicable

Section 4 displays the member's life event information.

7.2 Modify an Inactive Member's Termination-Related Dates

Employer Users have the ability to modify an inactive member's termination dates through the *Life Events* section on the *Modify Inactive Member* screen, as shown in Figure 38.

To modify an inactive member's termination dates:

1. Click the **Modify** link in the **Action** column of the *Life Events* table. This opens the **Modify Termination Dates** dialog box, as shown in Figure 40.

Figure 40: Modify Termination Dates

2. Enter the member's updated termination date into the **Last Day in Pay** field, shown in Figure 39. The required format for this field displays in a pop-up bubble when the field is clicked. For more information about the definition of this field. Refer to the *ERM Glossary* document for a complete list and definitions.

3. Enter the date of the member's last paycheck into the **Last Check Date** field, shown in Figure 39. The required format for this field displays in a pop-up bubble when the field is clicked. For more information about the definition of this field. Refer to the *ERM Glossary* document for a complete list and definitions.

4. Click **Save**.

8 Service Credit Requests

From time to time, information submitted through ERM (or prior to ERM) may need corrections. You cannot modify service credit. The only exception to this rule is for employers with the TRF Fund who have previously submitted wages and contributions for a member. TRF employers should adjust the number of days reported by following the process as outlined in the *Completing an Online Wage and Contribution Adjustment (By Member – For Adjustment to Previously Submitted Information)* section of the *Employer Reporting and Maintenance (ERM) Wage and Contribution (W&C) User Manual – Employer*. This manual is available from the ERM – Manuals page on the INPRS website. For all other service credit requests, contact INPRS.

9 Bulk Upload Member Maintenance

Employer Users can manage large groups of members from the same Submission Unit using the **Bulk Upload Maintenance** option under *Member* in the *Navigation Menu*. Choosing this option opens the *Bulk Member Modification* screen, as shown in Figure 41.

> **NOTE:** Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

Figure 41: Bulk Member Modification Screen

Search for a Submission Unit Account

The top of the *Bulk Member Modification* screen displays two search fields to locate a Submission Unit by either Submission Unit ID number or name.

To search for a Submission Unit by ID number:

1. Enter the Submission Unit ID number into the **Submission Unit ID** field. The full Submission Unit ID number does not need to be entered.

2. Click **Search**.

To search for a Submission Unit account by name:

1. Enter the name of the Submission Unit into the **Submission Unit Name** field. The full name of the Submission Unit does not need to be entered.

2. Click **Search**.

The middle of the screen contains a scrollable table for Submission Unit information. All Submission Units that match the search criteria entered in either the **Submission Unit ID** or **Submission Unit Name** field, and that a user's individualized security role allows him/her to access, displays in the table below the search fields. Choose the appropriate Submission Unit from the table.

The bottom of the screen contains a field that displays the name of the Submission Unit selected in the table and a **Select File** field. In the *Uploading a File* section below, detailed instructions about uploading a file to this field displays.

9.1 Upload a File

To upload bulk member maintenance information for members of a Submission Unit:

1. Use the Bulk Upload – Member Maintenance file layout, provided by INPRS. To view the file specifications, go to https://er.inprs.in.gov/webforum/userFiles/info/88.page. For a complete details, refer to the *ERM Bulk Member Maintenance File Layout Specification* document.

    The file type is pipe delimited (|) text file (.txt extension).The file layout includes the following fields:

    a. A header containing the following required fields:

        - Submission Unit ID

        - Row Count

    b. A body containing the following fields for each member:

        - SSN (For identification purposes only. This field cannot be modified.)

        - Member's Pension ID (For identification purposes only. This field cannot be modified.)

        - Last Name (For identification purposes only. This field cannot be modified.)

        - Gender

        - Marital Status

        - Last Day in Pay

        - Last Check Date (required if Last Day in Pay information is entered)

        - Life Event

        - Life Event Effective Date (required if Life Event information is entered)

        - Active Duty Military Discharge Date (required if Life Event is **Return from Military Leave**)

        - TRF Part Time/Substitute

        - TRF Part Time/Substitute Effective Date (required if TRF Part Time/Substitute is entered)

        - Email Address (required if TRF Part Time/ Substitute is answered *No*)

        - Elected Official?

        - Elected Official Type (required if Elected Official? is answered *Yes*)

        - Elected Official Effective Date (required if Elected Official? information is entered)

> **NOTE:** Two of the three identification fields (SSN, Pension ID or Last Name) must be completed for each member included in the bulk upload member maintenance file. The information entered into these fields must match existing information in the ERM application.
>
> For the remaining fields, only insert information into fields to be modified. In the fields that are not to be modified, insert a pipe (|).

2. Name and save the file.

3. Click **Browse** to the right of the **Select File** field to open an explorer window of all available files, as shown in Figure 42.

Figure 42: Explorer Window for Bulk Member Maintenance
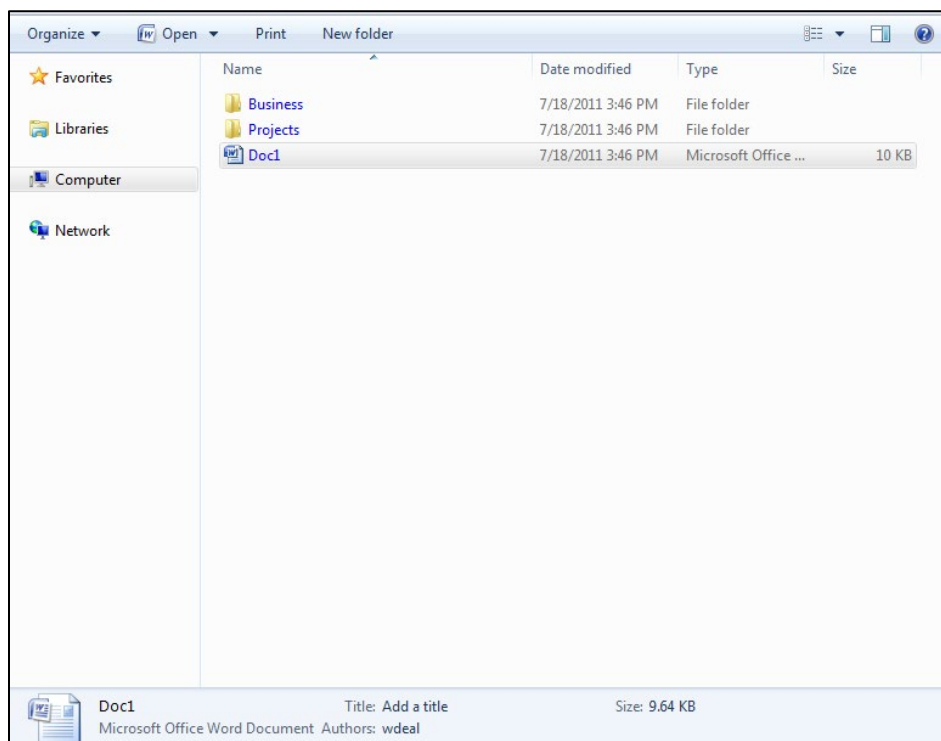
4. Choose the correct file path by clicking the name of the file to be upload. The file path displays in the **Select File** field.

5. Only one file at a time may be selected for uploading.

6. Verify the correct file path and click **Upload**.

The contents of the file undergoes a structural validation process to ensure the layout of the file meets requirements and can be read before the file is uploaded to the ERM application. If the file does not pass structural validations, a notification displays stating the file could not be uploaded. Correct the file and ensure that the proper file layout provided by INPRS is being used.

9.2 Summary Screen

Once the file passes structural validations, it is also checked against other member maintenance validations. The following displays on the screen after this last validation check is completed, as shown in Figure 43:

1. For those transactions that passed all validations, the following is presented and may be printed for proof that the transactions were successfully entered into the system:

   - Member's Last Name

   - Member's Last Four Digits of SSN

   - Member's Pension ID

2. For those transactions that did not pass validations, the Employer User is directed to the *Exception Queue* to resolve the errors. This would include any members who are in a classification of a PERF/TRF My Choice Retirement Savings Plan position.

Figure 43: Summary Screen for Bulk Member Maintenance

10 Bulk Upload Member Enrollment

Employer Users can enroll large groups of members into the same Submission Unit using the *Bulk Upload Enrollment* option under *Member* in the *Navigation Menu*. Choosing this option opens the *Bulk Member Enrollment* screen, as shown in Figure 44.

> **NOTE:** Throughout this section all required fields marked with an asterisk (*) must be completed before the record can be saved or processed.

> **NOTE:** Bulk Upload Member Enrollment is only available for PERF, TRF and 1977 Fund Submission Units.

Figure 44: Bulk Member Enrollment Screen

10.1 Search for a Submission Unit Account

The top of the *Bulk Member Enrollment* screen displays two search fields to locate a Submission Unit, either by Submission Unit ID number or name.

10.1.1 To search for a Submission Unit by ID number:

1. Enter the Submission Unit ID number into the **Submission Unit ID** field. The full Submission Unit ID number does not need to be entered.

2. Click **Search**.

10.1.2 To search for a Submission Unit account by name:

1. Enter the name of the Submission Unit into the **Submission Unit Name** field. The full name of the Submission Unit does not need to be entered.

2. Click **Search**.

The middle of the *Bulk Member Enrollment* screen contains a scrollable table for Submission Unit information. All Submission Units that match the search criteria entered in either the **Submission Unit ID** or **Submission Unit Name** fields, and that a user's individualized security role allows him/her to access, displays in the table below the search fields. Choose the appropriate Submission Unit from the table.

The bottom of the screen contains a field that displays the name of the Submission Unit selected in the table and a **Select File** field. In the *Uploading a File* section below, detailed instructions about uploading a file to this field displays.

10.2 Upload a File

To upload a file containing a group of new members to be enrolled into a Submission Unit:

1. Use the *Bulk Upload – Enrollment* file layout, provided by INPRS. The file type is pipe delimited (|) text file (.txt extension). To view the file specification for a *Bulk Upload-Member Enrollment* file, go to https://er.inprs.in.gov/webforum/userFiles/info/90.page. For complete details, refer to the *ERM Bulk Member Enrollment File Layout Specification* manual. The file layout includes the following fields:

    a. A header containing the following required fields:

        *   Submission Unit ID
        *   Row Count

    b. A body containing the following fields for each member:

        *   Hire date (MM/DD/YYYY)*
        *   SSN*
        *   Prefix
        *   First Name*
        *   Middle Name
        *   Last Name*
        *   Suffix
        *   Birth Date (MM/DD/YYYY)*
        *   Gender*
        *   Street Address 1*
        *   Street Address 2
        *   Street Address 3
        *   City*
        *   State*
        *   Postal Code*
        *   Phone Type 1* (defaults to **Main**, the only valid value.)
        *   Phone 1*

- Phone Extension 1

- Email Address (required for full-time TRF members only)

- Marital Status

- Part Time/Substitute? (TRF only)

- Elected Official? (PERF only)

- Elected Official Type (PERF only when the Elected Official? field is **Yes**)

- Covered Position? (PERF only)

> **NOTE:** Hire date is not a required field for 1977 Fund enrollment. This information cannot be provided until the enrolling member passes the Statewide Baseline Examination.

2. Name and **Save** the file.

3. Click **Browse** next to the **Select File** field to open an explorer window of all available files, as shown in Figure 45.

Figure 45: Explorer Window Bulk Member Enrollment
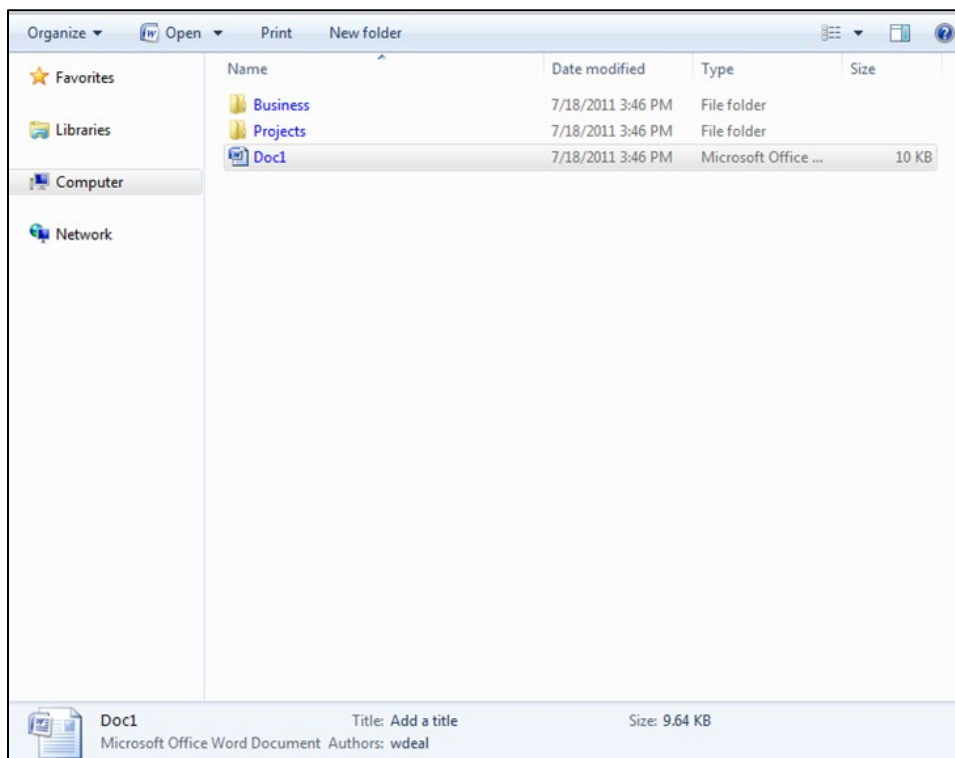
4. Choose the correct file path by clicking the name of the file to be upload. The file path displays in the **Select File** field.

5. Only one file at a time may be selected for uploading.

6. Verify the correct file path and click **Upload**.

The contents of the file undergoes a structural validation process to ensure the layout of the file meets requirements and can be read before the file is uploaded to the ERM application. If the file does not pass structural validations, a notification displays stating the file could not be uploaded. Correct the file and ensure the proper file layout provided by INPRS is being used.

10.3 Validate Member Fund Data

Before the new member enrollment data is uploaded into ERM, it must be validated. TRF has validation criteria that new members must meet before they are enrolled in TRF.

10.3.1 Validate TRF Member Fund Data

Before a new member is enrolled into a Submission Unit associated with TRF, Employer Users must confirm that any Part Time/Substitute teachers included in the enrollment file meet the three membership requirements. If one of the Part Time/Substitute teachers included on the enrollment file does not meet the membership requirements, the file is not processed. Therefore, correct the file by removing the member from the enrollment file and then upload it again.

> **NOTE:** When uploading a file with a large number of members, this process may take some time.

10.4 Summary Screen

Once the file passes structural validations and member Fund validations, it is also checked against other member enrollment validations. The following displays on the screen after this last validation check is completed, as shown in Figure 46:

1. For those transactions that passed all validations, the following are presented and may be printed for proof that the transactions were successfully entered into the system:

    - Member's Last Name

    - Member's Last Four Digits of SSN

    - Member's Pension ID

    - Member's Plan Election (PERF/TRF My Choice is offered along with the PERF/TRF Hybrid)

    - Member's Vesting Percentage (My Choice)

2. For those transactions that did not pass validations, the Employer User is directed to the *Exception Queue* to resolve the errors.

Figure 46: Summary Screen for Bulk Enrollment

Figure 47: Summary Screen for Bulk Enrollment (PERF and TRF)

If a Hybrid and My Choice Retirement Plan participating employer uses a bulk enrollment file to enroll members and has classifications of all or some employees that go into one or both plans, a Plan Election may be needed. The election can be made in the *Summary* screen or by navigating to the *My Choice Exception Queue*. To enter the plan:
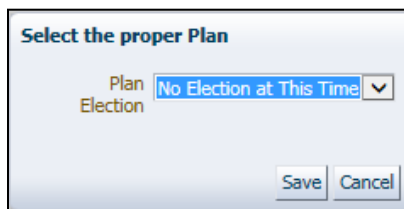
1. Click the **Enter Plan** link in the **Plan Election** column of the table next to the transaction to be modified in the *Summary* screen, as shown in Figure 48. The options to choose may vary depending on if the classifications exist for one or both funds.

- If Classifications offer both Hybrid and My Choice the options to choose are:
    - My Choice
    - Hybrid
    - No Election at this Time
- If Classifications are not offered both Hybrid and My Choice, the options to choose are:
    - My Choice
    - Hybrid

2. Make the appropriate selection
3. Click **Save**

Figure 48: Select the Proper Plan

For those transactions that did not pass validations, the Employer User is directed to the *Exception Queue* to resolve the errors. This would include any members who are in a classification of a My Choice Retirement Savings Plan position.

11 Member Social Security Number Change

If a member's Social Security Number (SSN) is entered incorrectly or otherwise requires a correction or change, this can only be done by an INPRS Staff User. Contact INPRS for assistance with your request.

12 Member Life Event Management

If a member's life event is entered incorrectly, the life event can be modified or deleted only by an INPRS Staff User. Contact INPRS for assistance with your request.

13 Manage the Member Enrollment, Member Maintenance, and My Choice Exception Queues

> **NOTE:** Throughout this section, all required fields marked with an asterisk (*) must be completed before the record can be processed.

If a transaction entered into the ERM application - either via online entry or bulk upload - contains errors or is awaiting further information, it is placed in the applicable *Exception Queue*, as shown in Figure 49.

Figure 49: Exception Queue Screen

There are three Exception Queues for member management:

- Member Enrollment – **MBR Enroll** tab

- Member Maintenance – **MBR Maint** tab

- My Choice

Each Exception Queue has its own tab on the *Exception Queue Summary* screen:

- Member enrollment transactions with errors or missing information appear in the *Member Enrollment Exception Queue* (**MBR Enroll** tab).

- Member Maintenance transactions that are updated incorrectly or are missing information appear in the *Member Maintenance Exception Queue* (**MBR Maint** tab).

- Members offered a choice of plans (Hybrid or My Choice), have a 60 day window in which to make an election. Any members who do not make an election at the time of enrollment will appear in the *My Choice Exception Queue* (**My Choice** tab).

Additional action must be taken on these transactions before they are accepted by the application and become effective.

> **NOTE:** All 1977 Fund enrollments are sent to the *Member Enrollment Exception Queue*, pending the results of the member's Statewide Baseline Examination.

13.1 Resolve a Member Enrollment or Member Maintenance Exception

To resolve a member enrollment or member maintenance exception, first access the Exception Queue:

1. Select the Submission Unit's name on the *Home* page.

2. Click **Nex**t to access the *Home Dashboard*.

3. In the **Exception Type** column in the *Exceptions Summary* section of the *Home Dashboard*, click the link for the exception to be resolved. The **Exception Queue** tab associated with the link opens.

Once *Exception Queue* is accessed, resolve the errors shown in the queue. To resolve an error:

1. Click the link in the **Action** column of the table next to the transaction to be modified. A description of the error(s) that caused the transaction to display in the *Exception Queue* displays at the top of the *Modify Transaction* screen, as shown in Figure 50.

Figure 50: Modify Transaction Screen

2. Review the error(s).

3. Enter the data required to resolve the exception(s) into the appropriate field(s).

   a. If Service Credit Days are required to be entered for a TRF member, click **Enter Service Credit Days** in the upper right corner and enter the required information.

4. Once the information necessary to clear the exception has been provided, click **Save and Revalidate** to submit the updated transaction for a second round of validations.

5. If the information required to resolve the exception is not available, click **Back** to return to the ERM *Home* page.

> **NOTE:** It is important to keep the Exception Queue clear and resolve errors promptly. If there are member enrollment or maintenance transactions, excluding those in a Pending status, that have been in the Exception Queue for 30 days or more, wage and contribution reports for payment cannot be submitted until the errors are resolved.

13.2 Resolve My Choice Exceptions

To resolve a My Choice member exception, first access the Exception Queue:

1. Select the Submission Unit's name on the *Home* page.

2. Click **Nex**t to access the *Home Dashboard*.

3. In the **Exception Type** column in the *Exceptions Summary* section of the Home Dashboard, click the link for the exception to be resolved. The **Exception Queue** tab associated with the link opens.

Once the *Exception Queue* is accessed, the errors shown in the queue can be resolved. To resolve an error:

1. Click the **Enter Election** link in the **Action** column of the table next to the transaction to be modified in the *My Choice Exception Queue* screen, as shown in Figure 51.

Figure 51: My Choice Exception Queue Screen

Upload / Entry Date	PID	SSN	Last Name	Election Period Due Date	Action
5/23/2019	001031283	***-**-2044	Tozzi	7/5/2019	Enter Electio
5/23/2019	000449805	***-**-0682	CASE	7/5/2019	Enter Electio
5/23/2019	001028012	***-**-9057	Shenefield	7/5/2019	Enter Electio
5/23/2019	000725235	***-**-9065	PATRICK	7/5/2019	Enter Electio
5/23/2019	000916243	***-**-8318	WILLIAMS	7/5/2019	Enter Electio
5/23/2019	000596948	***-**-3024	HASKELL	7/5/2019	Enter Electio
5/23/2019	001099529	***-**-0162	Beatty	7/5/2019	Enter Electio
5/23/2019	000304642	***-**-1067	Anderson	7/5/2019	Enter Electio
5/28/2019	001224807	***-**-9833	TRF33	7/27/2019	Enter Electio
5/28/2019	000599447	***-**-7240	Carraway	7/27/2019	Enter Electio

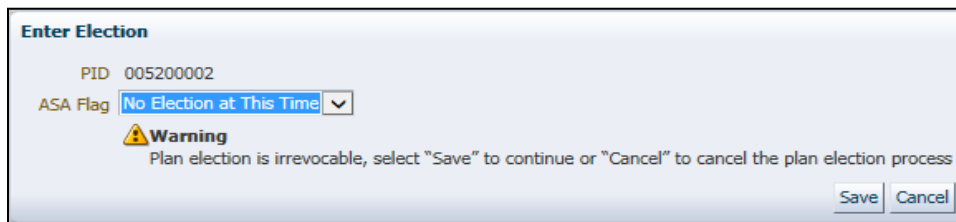ⓘ **Information**
Undecided members who do not make an election after 60 days will automatically be enrolled into default plan.

The **Enter Election** dialog box displays, as shown in Figure 52.

2. Select the appropriate election:

- PERF/TRF Hybrid

- PERF/TRF My Choice

- No Election at this Time

Figure 52: Enter Election

Enter Election

PID 005200002
ASA Flag [No Election at This Time ▾]
⚠ **Warning**
Plan election is irrevocable, select "Save" to continue or "Cancel" to cancel the plan election process

[Save] [Cancel]

> **NOTE:** It is very important to keep the *Exception Queue* clear and resolve errors promptly. If there are member enrollment or maintenance transactions, excluding those in a **Pending** status, that have been in the *Exception Queue* for 30 days or more, wage and contribution reports for payment cannot be submitted until the errors are resolved.

13.3 Complete 1977 Fund Enrollments

Before an enrollment into the 1977 Fund is complete, the member's physical date, which is the date the member passed the Statewide Baseline Examination, must be provided. Once results of the physical are received by INPRS, INPRS Staff enters the physical date through the *Exception Queue*. Once notification by phone or email that results have been received, enter the member's hire date to complete the member's enrollment into the 1977 Fund.
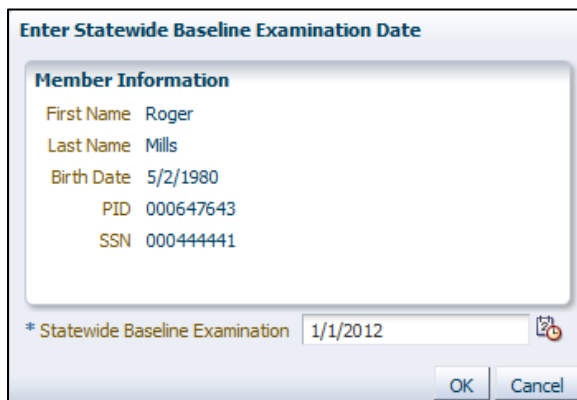
To complete the enrollment:

1. Click the **Enter Hire Date** link in the **Action** column of the table next to the transaction to be modified on the *Exception Queue* screen, as shown in Figure 41.

2. Enter the member's hire date into the **Hire Date** field.

3. Click **OK** to submit the updated information.

To enter a member's physical date:

1. Click the **Enter Phy. Date** link in the **Action** column of the table next to the transaction to be modified. The **Enter Physical Date** dialog box opens, as shown in Figure 53.

Figure 53: Enter Physical Date

Enter Statewide Baseline Examination Date

Member Information

First Name Roger
Last Name Mills
Birth Date 5/2/1980
PID 000647643
SSN 000444441

* Statewide Baseline Examination [1/1/2012]

[OK] [Cancel]

2. Enter the member's Physical Date into the **Statewide Baseline Examination** field.

3. Click **OK** to submit the updated information to the ERM application.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

13.4 Resolve a Member Maintenance Exception

To resolve a member maintenance exception, first access the Exception Queue by completing the following steps:

1. Enter the Submission Unit's name or ID number into the search fields on the *Home* page.

2. Click the **Member Maintenance** link in the *Exception Summary* table on the *Home Dashboard*. The member maintenance Exception Queue opens, as shown in Figure 54.

Figure 54: Member Maintenance Exception Queue (MBR Maint tab)

Once the Exception Queue is accessed, you can resolve the errors shown in the queue. To resolve an error:

1. Click the link in the **Action** column of the table next to the transaction to be modified. This opens the *Transaction Detail* screen as shown in Figure 55.

2. Review the error(s).

Figure 55: Transaction Detail Screen

3. Enter the data required to resolve the exception(s) into the appropriate field(s) in the dialog box.

    a. If Service Credit Days are required to be entered for a TRF member, click **Enter Service Credit Days** in the upper right corner and enter the required information.

4. Once the information necessary to clear the exception has been provided, click **OK**. If you do not have the information required to resolve the exception, click **Back** to return to the ERM *Home* page.

> **NOTE:** It is important for Submission Units to keep the Exception Queue clear and resolve errors promptly.
>
> If there are member enrollment or maintenance transactions, excluding those that are in a Pending status, that have been in the Exception Queue for 30 days or more, the Submission Unit will not be able to submit wage and contribution reports for payment until the errors have been resolved.

13.5 Annual Verification of Intermittent Members (Non-TRF)

Every year all intermittent members in a non-TRF fund must be verified for the upcoming calendar year. At year end all intermittent member records for your Submission Unit are sent to the *Member Maintenance Exception Queue*, as shown in Figure 56. For each intermittent member, there are three options. Select one of the following:

- Verify the member is still an intermittent member of a non-TRF fund in your Submission Unit.

- If applicable, make the member a full-time member of your Submission Unit.

- Terminate the member from your Submission Unit.

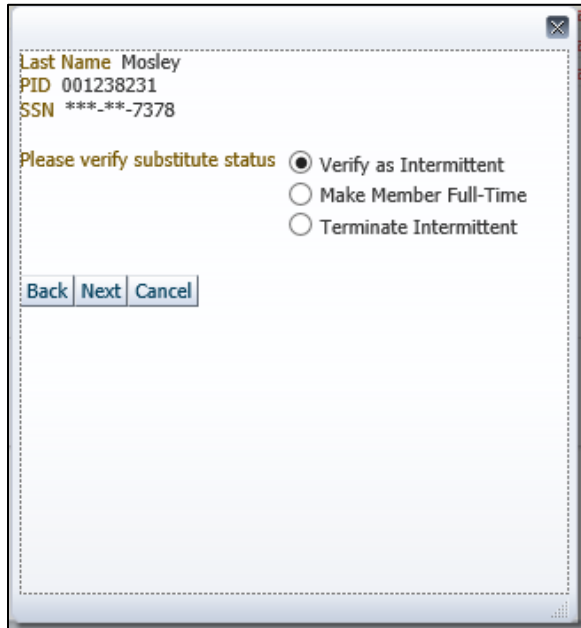*Figure 56: Member Maintenance Exception Queue (MBR Maint tab)*

13.5.1 To Verify an Intermittent Member from the *Member Maintenance Exception Queue*

1. Click the **Questionnaire** link in the **Action** column next to the intermittent member to be verified.

2. The **Verify Status** dialog box displays as shown in Figure 57. Select the correct radio button:

   a. Verify as **Intermittent**

   b. Make Member Full-Time
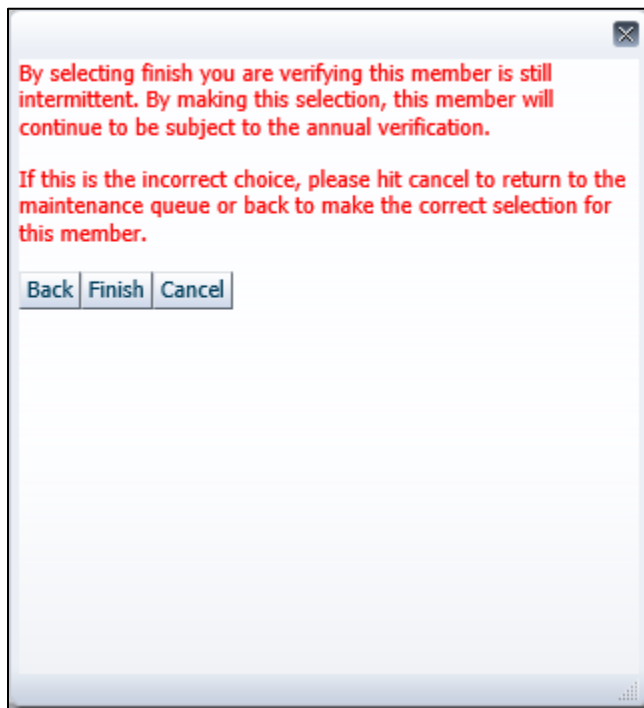
   c. Terminate Intermittent

Figure 57: Verify Status

3. When selecting the **Verify as Intermittent** option, you are required to answer three questions to ensure the member is eligible to be in a non-TRF fund, as shown in Figure 58. After answering the questions, click **Finish**.
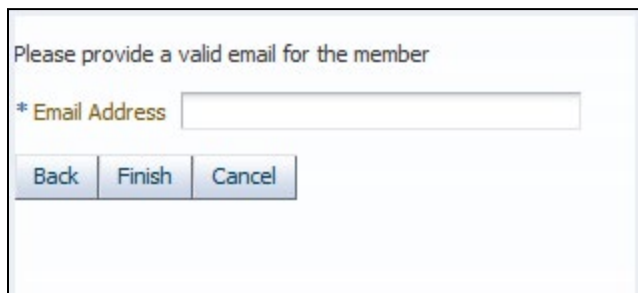
Figure 58: Intermittent Eligibility Questions

4. If you select the **Make Member Full-Time** option and the member does not have an email address, you are required to enter one, as shown in Figure 59. After entering the email address, click **Finish**, and the member's record is updated to show the member is full-time. If the member already has an email address in ERM, the member's record will automatically be updated to show the member is full-time.

Figure 59: Enter Member Email Address

5. When selecting the **Terminate Intermittent** option, you are required to enter the member's **Last Day in Pay** and **Last Check Date**, as shown in Figure 60. After entering the termination dates, click **Terminate**. The member's record will then be updated to show the member is terminated.

Figure 60: Terminate Intermittent, Last Day in Pay, Last Check Date

13.6 Annual Verification of Substitute Teachers (TRF)

Every year, all substitute and part-time teachers in TRF need to be verified for the upcoming school year. During the summer, all substitute and part-time teacher records for the Submission Unit are sent to the, as shown in Figure 61. For each substitute or part-time teacher, there are three options:

- Verify the member is still a substitute or part-time teacher for the Submission Unit.

- Make the member a full-time teacher for the Submission Unit.

- Terminate the member from the Submission Unit.

Figure 61: Member Maintenance Exception Queue

To verify a substitute or part-time teacher in the *Member Maintenance Exception Queue*:

1. Click the **Questionnaire** link in the **Action** column next to the substitute or part-time teacher to be verified. The *Verify Substitute* dialog box displays, as shown in Figure 62.

2. Select the correct radio button:

- Verify as **Substitute**

- Make Member Full-Time

- Terminate Substitute

Figure 62: Verify Substitute


```
Last Name  Schumann
PID  000986073
SSN  687452125

Please verify substitute status    ◉ Verify as Substitute
                                    ○ Make Member Full-Time
                                    ○ Terminate Substitute

  Back    Next    Cancel
```

3. Select the *Verify as Substitute* option, and the *Substitute Eligibility Questions* dialog box displays, as shown in Figure 63. Answer the three questions to ensure the member is eligible to be in TRF. Then click **Finish**.

Figure 63: Substitute Eligibility Questions


```
Does the Member have at least an Associate's    ◉ No ○ Yes
                                     Degree?

Does the Member have an active Indiana          ◉ No ○ Yes
                          Teaching License?

Has the Member taught at least 120 days in one  ◉ No ○ Yes
    year, or 60 days in two separate years in a
    TRF-covered position in the State of Indiana?

  Back    Finish    Cancel
```

To make a member full-time in the *Member Maintenance Exception Queue*:

1. Select the **Make Member Full-Time** option, as shown in Figure 64.

2. The *Enter Member Email Address* dialog box displays, as shown in Figure 64. Enter an email address in the box. Then click **Finish**, and the member's record updates to show as full-time. If the member already has an email address in ERM, that record automatically updates to show the member is full-time.

Figure 64: Enter Member Email Address
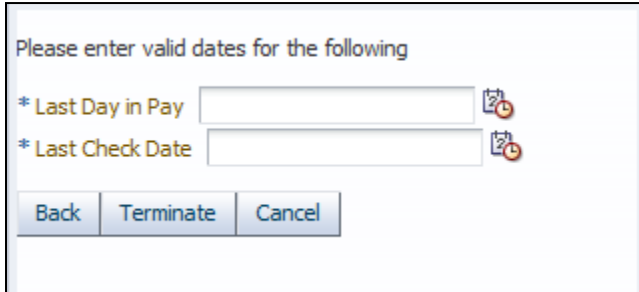


```
Please provide a valid email for the member

* Email Address  [                              ]

  Back    Finish    Cancel
```

To terminate a substitute in the *Member Maintenance Exception Queue:*

1. Select the **Terminate Substitute** option, as shown in Figure 65. The *Terminate Substitute* dialog box, as shown in Figure 6.

2. Enter the member's **Last Day in Pay** and **Last Check Date**. Click **Terminate**. The member's record updates to show the member is terminated.

Figure 65: Terminate Substitute

Please enter valid dates for the following

* Last Day in Pay [ ]

* Last Check Date [ ]

| Back | Terminate | Cancel |