

Employer Reporting and Maintenance (ERM) Application Overview – Employer User QRG

Employer Reporting and Maintenance (ERM) Application Overview – Employer User

Use the *Employer Reporting and Maintenance (ERM) Application Overview – Employer User Quick Reference Guide (QRG)* for directions on accessing the ERM application and for identifying the primary Employer User functions, which are:

- Manage employer and Submission Unit information
- Add and maintain member information
- Submit wages and contributions and enter adjustments
- Add Employer Users
- Run and view reports

You may only access the functions your security role allows.

Accessing the ERM Home Page

To access the ERM Home page:

1. Access the ERM application and log in. The ERM Home page will appear (Figure 1).
2. Select a Submission Unit by clicking the Submission Unit name in the grid.
3. Click the **Next** button to access the Home Dashboard for the Submission Unit. The Home Dashboard contains the following sections:
 - Notifications – Lists notifications
 - Payroll Calendar – Displays payroll submissions
 - Exceptions Summary – Displays exceptions by type, number and age
 - Missing Member Report – Displays missing member reports

ERM Overview Topics Covered:

- Accessing the ERM Home Page
- Employer Management Options
- Member Management Options
- Wage and Contribution Options
- Administration Options
- PERF and TRF Links
- Employer Reports

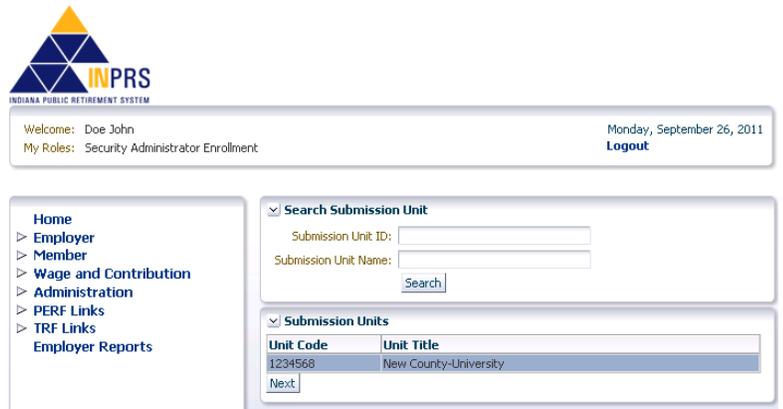


Figure 1: ERM Home Page

NOTE: Any functions in the left-hand side Navigation Menu that your security role does not allow you to access will be grayed out.

Employer Management Functions

Clicking the arrow to the left of “Employer” in the left-hand side Navigation Menu opens a drop-down menu (Figure 2) that allows you to manage employer and Submission Unit accounts by:

- Updating an existing employer’s address, phone information and employer contacts.
- Updating information for an existing Submission Unit, including address and phone information, Submission Unit contacts and bank account information.

Detailed instructions for completing these employer management functions are in the *Employer Management User Manual - Employer User*.



Figure 2: Employer Management Functions

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Member Management Functions

Clicking the arrow to the left of “Member” in the left-hand side Navigation Menu opens a drop-down menu (Figure 3) that allows you to complete member management functions, including:

- Enroll new members
- Modify member information and inactive member information
- Bulk upload maintenance: Employer Users can make changes to multiple member accounts through one file upload. To view the file layout, click [here](#).
- Bulk upload enrollment: Employer Users can enroll several members into the same Submission Unit through one file upload. To view the file layout, click [here](#).

Detailed instructions for completing these member management functions are found in the *Member Management User Manual – Employer User*.

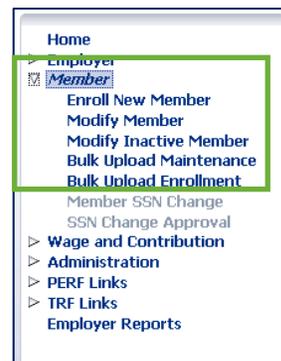


Figure 3: Member Management Functions

Wage and Contribution Functions

Clicking the arrow to the left of the “Wage and Contribution” option in the left-hand side Navigation Menu opens a drop-down menu (Figure 4) that allows you to complete wage and contribution management functions, including:

- File Upload – Upload Wage and Contribution, Adjustment, or Settlement Adjustment files. To view the file layout, click [here](#).
- Online Entry – Enter wage and contribution information directly into ERM.
- Online Adjustment – Make adjustments to wage and contribution information in ERM.
- Submission Reports – View and manage wage and contribution submission reports and submit for payment.

Detailed instructions for completing these wage and contribution functions are found in the *Wage and Contribution User Manual – Employer User*.

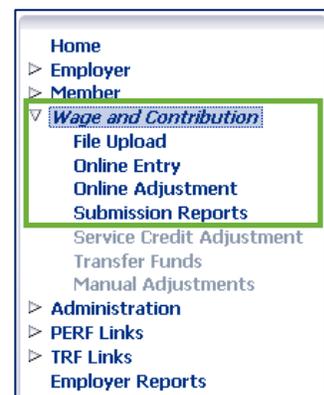


Figure 4: Wage and Contribution Functions

Administration Functions

Clicking the arrow to the left of “Administration” in the left-hand side Navigation Menu opens a drop-down menu (Figure 5) that allows you to complete administration functions.

New Employer Users can be created by clicking on the *Users* hyperlink. Detailed instructions for completing this administration function can be found in the *Employer Management User Manual – Employer User*.

PERF and TRF Links

You may access *PERF Online* and/or *TRF Interactive* hyperlinks directly from the ERM application. This helps ensure that the ERM application is your one-stop shop for INPRS Fund duties.

Employer Reports

Depending on your security role, you can view and print reports to help you manage information housed in the ERM application such as:

- Member Enrollment
- Member Maintenance
- Annual Wage and Contribution
- Wage and Contribution History
- Exceptions: Member Enrollment, Wage and Contribution and Member Maintenance
- ERM Security

Detailed descriptions of the reporting options are found in the *ERM Overview User Manual – Employer User*.



Figure 5: Administration Functions