



# Special Edition EMPLOYER Update

e-delivery

## It's coming...are you planning?

Development of the Employer Reporting and Maintenance (ERM) application continues and is projected for launch in 2012. ERM will help employers comply with legislative requirements for employer reporting and submission of wages, contributions and payments *electronically* and on a *payroll basis* as opposed to a quarterly basis.

Options for reporting:

Employers will have two options to submit wages and contributions:

1. Manually enter an employee's wages and contributions into the ERM online application. This method is ideal for employers with fewer employees.
2. Upload a file containing employees' wage and contribution information. This option is ideal for employers with a large number of employees. This is a new file layout and specifications can be found [here](#).

## How will this affect employers?

Changes will be minor for some employers. For others, changes are greater.

### **TRF employers**

TRF employers currently either enter wage and contribution information directly into TRF Interactive or submit a wage and contribution file. ERM will allow you to continue entering information directly into the application.

If you prefer to upload a file, you will need to ensure your file layout is correct. Click [here](#) for file layout specifications. The submission process in ERM will be similar to the current process; however, it will just occur on a *payroll* basis instead of a *quarterly* basis.

### **PERF employers**

Currently, PERF employers enter wage and contribution information into a spreadsheet template (converted to a .txt file by a macro) or upload a wage and contribution file. Upon launch of ERM, the spreadsheet template and conversion macro will no longer be used. Instead, you can enter the information directly into the ERM application instead of a spreadsheet.

Or, if you prefer to upload a file, you will need to ensure your file layout is correct. Click [here](#) for file layout specifications. The submission process in ERM will be similar to the current process; however, it will occur on a *payroll basis* instead of a *quarterly basis*.

### **'77 Fund employers**

The wage and contribution submission process will change most drastically for '77 Fund employers, who currently submit wages and contributions via paper quarterly reports. To comply with legislation requiring '77 Fund employers to submit *electronically* and on a *payroll* basis, you will be able to enter information directly into the ERM application or upload a wage and contribution file.

ERM will allow you to enter each employee's wage and contribution information directly into the ERM application rather than writing it by hand on the report mailed to you by PERF.

If you prefer to upload a file, you must ensure the file is in the correct format. External payroll vendors should be able to develop a file based on the required layout. Click [here](#) for file layout specifications. For employers who do payroll internally, we are happy to work with you to ensure your file meets the standards for submission.

### **For PERF, TRF and '77 Fund employers**

Once you have submitted a wage and contribution report, you may use that report as a template for a new report. Because a previous report is being used, employees' personal information such as Social Security number, Pension ID, name, etc. will pre-populate. You may edit this information as necessary; however, you must enter wage and contribution information for each submission.

## Have questions?

We understand that for some of you, this will be a big change. We have several avenues to help.

### September 2011 - Q&A session for payroll vendors and/or payroll personnel

We will attempt to answer any questions you, or your payroll vendor, has about the wage and contribution file layout. More details on this session are forthcoming.

### Frequently Asked Questions (FAQs)

We've tried to anticipate some initial questions employers may have about what will change between the current process and the new process upon the launch of ERM, the file layout, etc. You can review them [here](#). Additional FAQs will be provided in subsequent issues of *Employer Update*.

### Email

As we communicate with employers regarding ERM, additional questions may arise. We encourage you to send us your questions by visiting [www.in.gov/perf/2711.htm](http://www.in.gov/perf/2711.htm) and selecting a topic from the drop-down menu. This will create an email that will allow us to gather questions and then answer them in future editions of *Employer Update* as well as FAQs.

For more information regarding these changes, visit our Web site:

[www.perf.in.gov](http://www.perf.in.gov)

or

[www.trf.in.gov](http://www.trf.in.gov)

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