



INDIANA PUBLIC RETIREMENT SYSTEM

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**SIMPLIFYING the
COMPLEXITIES**

**of pension plan
administration**



SIMPLIFYING the COMPLEXITIES

When something becomes routine, you can almost do it with your eyes shut. Pension plan administration may never be quite that easy, but soon it will be a simpler part of your routine.

The new Employer Reporting & Maintenance (ERM) system will help to simplify the complexities of pension plan administration by making reporting and member account management more intuitive, routine and paperless.

By submitting information on a payroll basis, employers will:

- spend less time by reporting wages and contributions as part of a routine payroll process rather than a separate quarterly function,
- have better control of information upload thus reducing need for follow-up clarification or corrections,
- comply with state law requiring employers to submit data and contributions electronically on a payroll basis.

In addition to wages and contributions reporting, the web-based portal will also allow employers to:

- enroll and maintain member information,
- make contribution adjustment submissions,
- set up and maintain banking information,
- publish reports.

SUPPORTING the TRANSITION

At INPRS we understand this will be a big change. To minimize the learning curve, full support prior to and after launch will be provided through a comprehensive training program. To accommodate different learning methods, a variety of tools will be available such as:

- Computer-Based Training,
- Quick Reference Guides,
- online user manuals,
- user discussion groups,
- on-site seminars,
- full technical support.

PARTNERING with EMPLOYERS

Although electronic employer reporting is mandated by legislation (Indiana Code 5-10.3-7-12.5), PERF and TRF are gathering information through employer focus groups to make the system more intuitive for users.

Likewise, employers should begin to consider how electronic reporting may:

- impact budgeting and financial operations by moving from a quarterly to payroll basis,
- affect Automated Clearing House (ACH) transactions, new member enrollments and member plan participation changes,
- necessitate changes in operations to avoid or minimize late reporting.

INPRS is partnering with employers to make this a smooth transition. For more information on ERM, please call (888) 526-1687.

