

# TRF Employer Interactive: Adjusted Wage and Contribution Reporting Instructions

Adjusted wage and contribution reporting is used to make corrections to previous quarter reporting errors to member accounts. There are two online methods for reporting wage and contribution adjustments. One method is to upload a formatted file online with the adjustment data on the file. The required format for the file data is published on the TRF Web site under the **Adjusted Wage and Contribution** option on your *Employer Interactive* page. The other method is to enter the adjustment data directly onto a template that has been created online. Instructions for both methods are covered in this document.

*Note: When calculating the adjustment amounts to submit, only report the difference from what has already been reported to TRF. If \$1,000.00 was originally reported and it should have been \$9,000.00 then the reported adjustment would be for \$8,000.00.*

## Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF *Home* page at [www.in.gov/trf](http://www.in.gov/trf).

On the right side of the TRF Web site *Home* page, in the *Online Services* section, click the **Employer Secure Login** link (Figure 1). The *Login Page* displays (Figure 2).

*Note: Consider bookmarking the Login Page for quicker access in the future.*

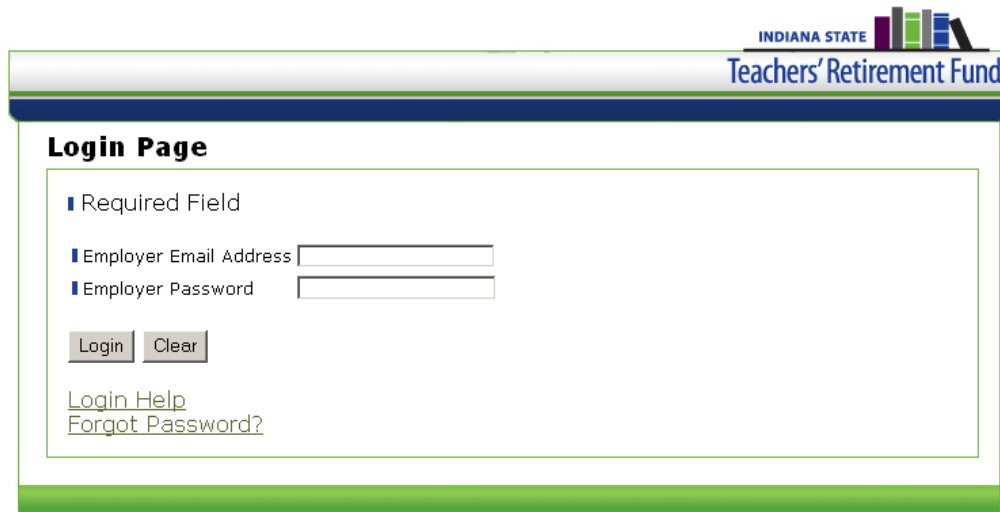


**Figure 1 – Indiana State Teachers' Retirement Fund Home Page**

On the *Login Page*, enter your **Employer Email Address** (user name) and **Employer Password**. Your **Employer Email Address** is your full e-mail address. Initially, your **Employer**

**Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. The *Employer Information* page displays (Figure 3).

*The **Employer Password** field is limited to 20 characters and does not accept more than 20 characters.*



**Figure 2 – Login Page**

The first time you log in, you are required to change your password. For information on password restrictions, click the **Login Help** link.

Once you log in and change your password, your *Employer Information* page (Figure 3) displays. On the *Employer Information* page, all of your designated access rights, including Adjusted Wage and Contribution, are listed on the navigation menu in the left frame on the page.

On the *Employer Information* page (Figure 3), in the navigation frame, there may be links to **SSN/TRF# Cross Reference, Payment, Change Password**, and other options. You may access only those features for which you have requested and been granted access. Other options may not appear on your navigation menu.

The *Employer Information* page (Figure 3) is your personal employer page. Once you successfully login to the TRF Employer Interactive Web site, you and anyone with security access are able to access this page for your school corporation. Persons without security access cannot view this page. To add users or change existing users' access for this Web site, use the **Employer Demographics** option in the navigation menu.

Select the **Adjusted Wage and Contribution** option and the menu expands to show two reporting options, **Upload Adjusted File** and **Enter Adjusted Report**.

<ul style="list-style-type: none"> <li>Home</li> <li>Current Wage and Contribution</li> <li>Adjusted Wage and Contribution <ul style="list-style-type: none"> <li>Upload Adjusted File</li> <li>Enter Adjusted Report</li> <li>Required Adjusted File Format (pdf file)</li> </ul> </li> <li>SSN/TRF# Cross-Reference</li> <li>Member Enrollment</li> <li>Retirement Application-Part II</li> <li>Member Detail Report</li> <li>Maintain Bank Information</li> <li>Payment</li> </ul>	<h3>Employer Information</h3> <p><b>Welcome</b> <i>Your school corporation name</i></p> <p>Welcome to the TRF Interactive Employer Website. Please use the links to the left of this window to navigate throughout this site.</p> <p>Notice: Beginning January 1, 2009, the employer contribution rate will drop to 7%. The current rate of 7.25% is effective through December 31, 2008.</p> <p>Did you know you can host retirement sessions at your school? The following opportunities are available:</p> <ul style="list-style-type: none"> <li>* Pre-Retirement Seminars - open to all teachers who would like to learn more about their Teachers' Retirement Fund retirement benefit.</li> <li>* One-on-one retirement sessions - open to teachers who are within two years of retirement.</li> </ul> <p>If you are interested in having a TRF representative visit your school, please send an email to <a href="mailto:appointments@trf.in.gov">appointments@trf.in.gov</a>.</p> <p>Please note that it is important that you DO NOT share your username or password. Your username is your email address and all system generated notifications will be sent to this email address. Additional users must request and be assigned their own username and password.</p>
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**Figure 3 – Employer Information Page**

## Upload Adjusted File

If the adjustment has been created in the required electronic format select the **Upload Adjusted File** option to access the *Upload Adjusted File* page (Figure 4). The required format for submitting an adjusted file can be accessed by clicking on the **Required Adjusted File Format (pdf file)** option.

<ul style="list-style-type: none"> <li>Home</li> <li>Current Wage and Contribution</li> <li>Adjusted Wage and Contribution <ul style="list-style-type: none"> <li>Upload Adjusted File</li> <li>Enter Adjusted Report</li> <li>Required Adjusted File Format (pdf file)</li> </ul> </li> <li>SSN/TRF# Cross-Reference</li> <li>Member Enrollment</li> <li>Retirement Application-Part II</li> <li>Member Detail Report</li> <li>Maintain Bank Information</li> <li>Payment</li> <li>Employer Demographics</li> <li>Change Password</li> <li>TRF Home Page</li> </ul>	<h3>Upload Adjusted File</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Quarter End date</th> </tr> <tr> <th>Quarter Ending</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">03-31</td> <td style="text-align: center;">2009</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="button" value="Browse..."/></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="Upload File"/></td> <td style="text-align: center;"><input type="button" value="Cancel Upload"/></td> </tr> </tbody> </table> <p><b>Please click the Upload File button only once, and do not hit refresh after clicking Upload File. Otherwise, a duplicate file may be processed.</b></p> <p><u>To upload a file:</u></p> <ul style="list-style-type: none"> <li>■ Click the "Browse" button to open the "Choose File" window</li> <li>■ Locate the Wage and Contribution file to upload. This must be a text file (the file name is represented by your 7-digit school unit number: 0049011.txt)</li> <li>■ Double-click the file name <b>or</b> select the file name and then click "Open"</li> <li>■ Once the file name appears in the text box next to the "Browse" button, click "Upload File"</li> </ul> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>■ Please note that adjustments should only be submitted if payment is going to be immediately submitted to TRF.</li> <li>■ If this is a negative adjustment, and a credit is due to your account please disregard this message. Allow up to 5 business days for the credit to be reflected on your account.</li> </ul>	Quarter End date		Quarter Ending	Year	03-31	2009	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload File"/>	<input type="button" value="Cancel Upload"/>
Quarter End date											
Quarter Ending	Year										
03-31	2009										
<input type="text"/>	<input type="button" value="Browse..."/>										
<input type="button" value="Upload File"/>	<input type="button" value="Cancel Upload"/>										

**Figure 4 – Upload Adjusted File Page**

In the **Quarter Ending** field, click the ▼ to access the pick list. Select the quarter end date that needs to be adjusted.

In the **Year** field, enter the year for which you are submitting the adjustment.

To submit your file, follow the instructions in the **To upload a file** section at the bottom of the page.

The **Upload File** button begins the validation of data process. See the Validation of Data section of this document for details.

## Enter Adjusted Report

If you are unable to create your adjustment report in the electronic format required for the Upload Adjusted File process, the **Enter Adjusted Report** option allows you to manually enter the adjustment information.

On the *Employer Information Page* (Figure 3), select the **Enter Adjusted Report** option and the *Enter Adjusted Paper Report* page (Figure 5) displays. To enter the adjustment data and submit your information, follow the Data Entry Instructions at the top of the page.

*Note: If, for any reason, the data that you are submitting has errors that cannot be corrected and resubmitted, the member(s) on the report should be deleted. Any member data that has not been corrected, resubmitted, and accepted remains on the report until it is deleted.*

There is a scroll bar (circled in red) that allows you to move to the right to see the other wage and contribution report fields or you can strike the **Tab** button on your keyboard to move the cursor from cell to cell while entering the data and it automatically moves the template to the right when you reach the edge of the viewable page.

If you cannot complete your data entry in one session use the **Save for later** button to save your entries.

If you need to return to your data to complete your entry or to make corrections, enter the **Quarter End Date** and click the **Display** button (circled in green). Your saved data populates the table.

**Enter Adjusted Paper Report**

[Data Entry Instructions](#)

- Enter the Wage and Contribution information for your school corporation in the fields below.
- To retrieve previously entered data that has not been submitted, enter the reporting quarter end date and then click on the Display button.
- Use the Previous or Next buttons to navigate from page to page, Do not use your Internet browser arrows as you may lose information.
- If you would like to delete a member from the list, check the box on the row and click the Delete button.
- If you are unable to complete your data entry, you may save the data by clicking the Save For Later button before exiting.
- To reset to your previously saved data, click the Cancel button.
- Submit your data by clicking the Submit button.
- Do not click your browser Refresh button at any time as this will cause your data to process incorrectly.

[Note](#)

- Please note that adjustments should only be submitted if your payment is going to be immediately submitted to TRF. Otherwise, you may click on the Save For Later button and submit your report once funds are available.
- If this is a negative adjustment and a credit is due to your account, please disregard this message. Allow up to 5 business days for the credit to be reflected on your account.

\* Required Field

Unit Name Indianapolis Public Schools  
 Unit Number 0049011  
 \* Quarter End Date (mm/dd/yyyy)

	* SSN	* TRF No.	* Last Name	Wages	Mand Pre-tax	Mand Post-tax	Vol Pre-tax	Vol Post-tax	ER Share	FSP/HEP Wages	FSP/HEP Cntrb	Sep Date (mm/dd/yyyy)	SC Days
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>		<b>Total Count</b> 0		.00	.00	.00	.00	.00	.00	.00	.00		0

Please click the Submit button only once, and do not hit the Refresh button after clicking Submit. Otherwise, a duplicate record may be processed.

**Figure 5 – Enter Adjusted Paper Report Page, All Columns Displayed**

## Validation of Data

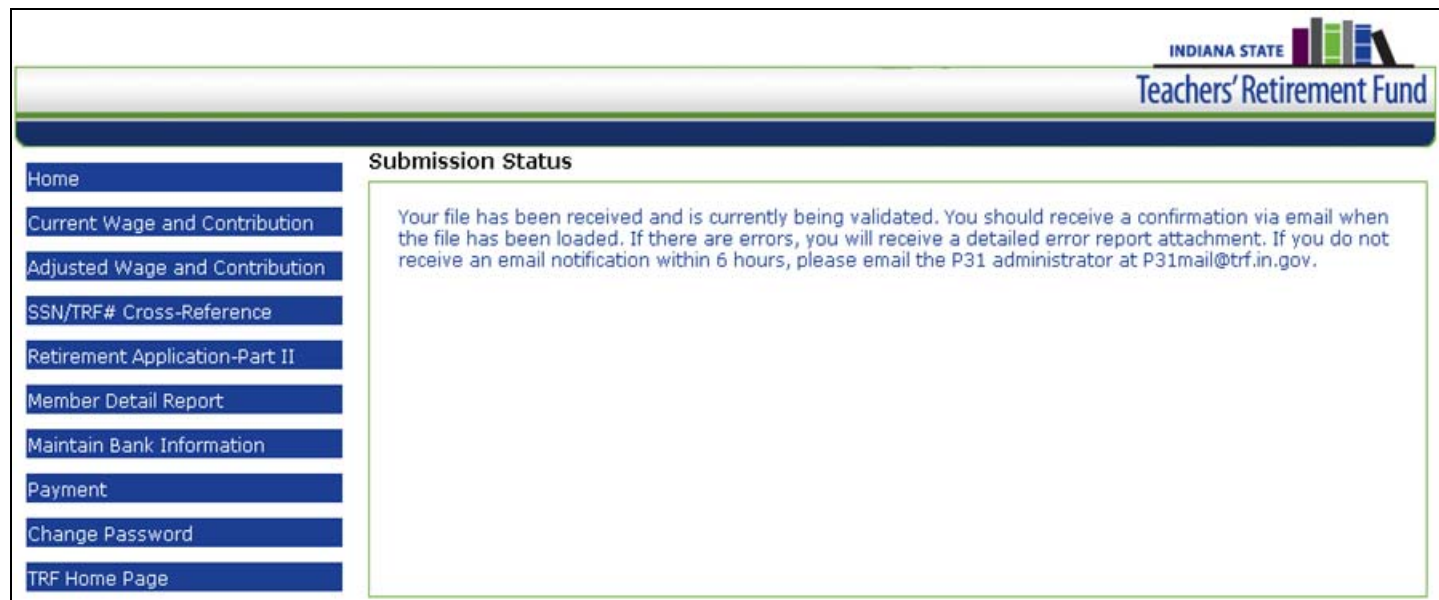
Once the file is uploaded (the report is submitted), the validation of data starts. There are two types of validations that are run against the data; preliminary validations and regular validations. Preliminary validations are run first and display error messages that must be corrected before the information can be transmitted to TRF. Preliminary validation errors (Figure 6) appear immediately on the Web page after you select **Submit** or **Upload File** depending on your method of submission. Regular validations begin once preliminary validations pass without error.

You should receive your results via e-mail within six hours of your submission.



**Figure 6 – Preliminary Validation Errors**

Once your submission passes preliminary validations, regular validations begin and the *Submission Status* page (Figure 7) displays.

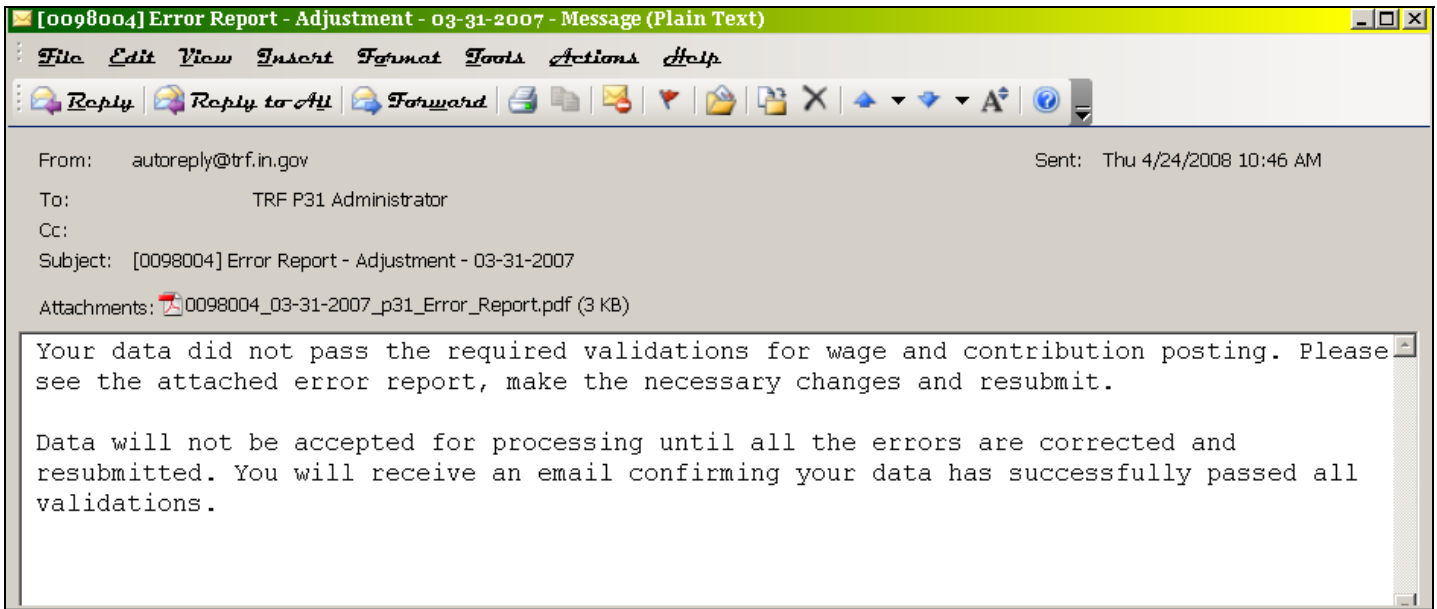


**Figure 7 – Submission Status Page**

At this point your data is being validated and once validations are complete an e-mail notification is sent to the user that logged in. The user receives one of two possible e-mail notifications:

1. Error Report Notification (Figures 8 and 9) – If errors were found in your report you are sent the error report notification with an error report attached. This verifies that your information has been rejected by TRF. You are required to correct all errors identified in the error report (Figure 9) and resubmit your data.

- Data Accepted Confirmation (Figure 10) – If no errors are found you are sent an e-mail with no attachments. The notification shows your file/report totals and is verification that your information is received by TRF. Be sure to verify that the report totals are correct and send payment.



**Figure 8 – Error Report Notification**

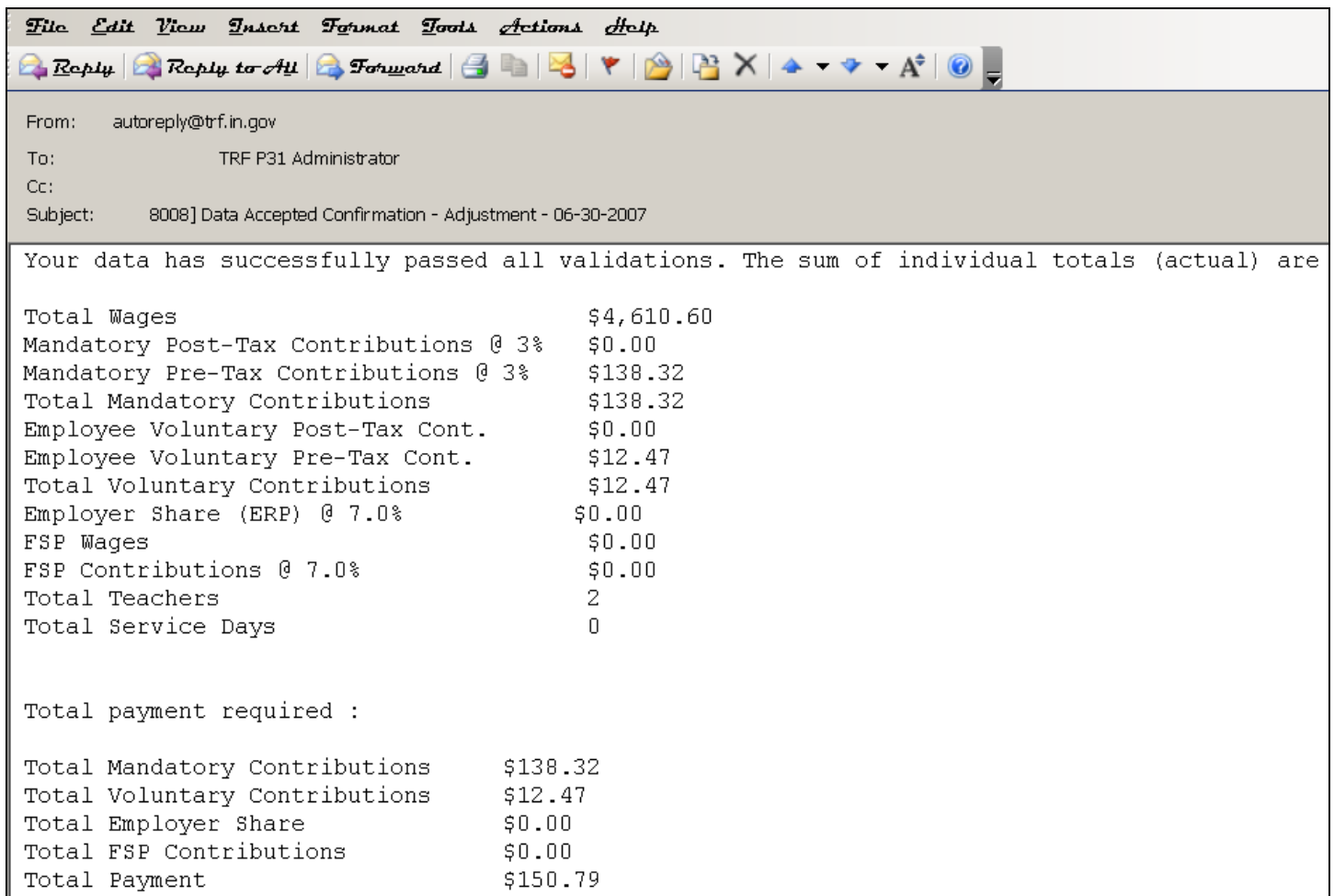
**Validation Report For 0098004**

Quarter End Date : 03-31-2007  
 Report Type : Adjustment  
 ER Share rate : 0.07

TRF#	SSN	Last Name	Wages	3% Pre-Tax	3% Post-Tax	Vol Pre-Tax	Vol Post-Tax	ER Share	FSP/HEP Wages	FSP/HEP Cntrbs	S/C Days	Sep Type	Sep Date
0123456	###-##-6789	Jones	\$1,000.00	\$3.00	\$0.00	\$0.00	\$0.00	\$7.25	\$0.00	\$0.00	10		

SSNs: Reported SSN does not exist on the membership database. Verify that SSN is correct and send enrollment form for the member.  
 Reported member does not have an account with TRF. Please submit an enrollment form.  
 Teacher's association member has employee contribution greater than employee contribution rate or employer contribution not zero.  
 Our record indicate that the employer has designated that 3% mandatory post tax contributions are all member paid but member is reported with 3% mandatory pre-tax contributions.

**Figure 9 – Error Report**



**Figure 10 – Data Accepted Confirmation**

Once your file is accepted and you receive an e-mail as shown in Figure 10, your information has been received by TRF and the adjustment(s) are completed once payment is received.