

# Employer Reporting in ERM – Employer User QRG

## Employer Reporting in ERM – Employer User

Use the *Employer Reporting in ERM – Employer User Quick Reference Guide (QRG)* to identify the functions of the various employer reports in the ERM application.

### Employer Reporting in ERM Topics Covered:

- Accessing Employer Reports
- Types of Employer Reports

## Accessing Employer Reports

To access employer reports:

1. Access the ERM application. Choose the *Employer Reports* hyperlink in the left-hand side Navigation Menu to access the *Employer Reports* screen.
2. Choose the report you want to view from the list on the screen (Figure 1). Reports can be customized to return specific data based on the parameters entered. Each report contains a high-level summary of the report contents and a detailed report. Reports can be printed or displayed in Excel format.

## Types of Employer Reports

The application contains various employer reports to aid with managing information that is stored within the ERM application.

The following is a listing of available reports and their functions:



Figure 1: Employer Reports Listing

## Member Management Reports

- **Member Enrollment Report**  
Use this report to monitor membership records. This report displays unique member identification information (Pension ID, etc.), member account status, Fund, member enrollment record information and relevant effective dates.
- **Member Maintenance Report**  
Use this report to review member maintenance information, such as Life Events or a member's Submission Unit status.
- **Member Service Credit History Report**  
Use this report to find overall service totals for each fund in which a member has participated.

## Wage and Contribution Reports

- **Annual Wage and Contribution Report**

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This report provides year-to-date contribution totals by Submission Unit or by member.

- **Wage and Contribution History Report**

This report (Figure 2) displays wage and contribution transactions (regular and adjustments) submitted in the ERM application for a specific Submission Unit during a date range or for a specific member.

Figure 2: Wage and Contribution History Report

Report Number	Report Type	Payroll Date	Pension ID	Last 4 Digits of SSN	Last Name	Period Start Date	Period End Date	Payment Date	Wages	Mand Pre-Tax	Regular Mand Post-Tax	Vol Pre-Tax	Vol Post-Tax	Employer Share	Wages	Mand Pre-Tax	Mand Post-Tax	Vol Pre-Tax	Vol Post-Tax	Employee Severance
1234567	Regular	7/1/2014	00022222	1234	BAILEY	6/22/2014	7/5/2014	8/4/2014	\$1,500.00	\$45.00	\$165.00			\$165.00						
1234567	Regular	7/1/2014	00022222	1234	BERRY	6/22/2014	7/5/2014	8/4/2014	\$1,500.00	\$45.00	\$165.00			\$165.00						
1234567	Regular	7/1/2014	00022222	1234	BOWMAN	6/22/2014	7/5/2014	8/4/2014	\$1,500.00	\$45.00	\$165.00			\$165.00						
1234567	Regular	7/1/2014	00022222	1234	BRITTON	6/22/2014	7/5/2014	8/4/2014	\$1,500.00	\$45.00	\$165.00			\$165.00	\$2,000.00		\$60.00			\$220.00
1234567	Regular	7/1/2014	00022222	1234	R	6/22/2014	7/5/2014	8/4/2014	\$1,500.00	\$45.00	\$165.00	\$45.00		\$165.00						
1234567	Regular	7/1/2014	00022222	1234	DOWD	6/22/2014	7/5/2014	8/4/2014	\$1,000.00	\$30.00	\$110.00			\$110.00						
1234567	Regular	7/1/2014	00022222	1234	HILL	6/22/2014	7/5/2014	8/5/2014	\$1,000.00	\$30.00	\$110.00			\$110.00						
1234567	Regular	7/1/2014	00011111	1234	LEAR	6/22/2014	7/5/2014	8/9/2014	\$1,000.00	\$30.00	\$110.00			\$110.00						
1234567	Regular	7/1/2014	00011111	1234	LEWIS	6/22/2014	7/5/2014	8/9/2014	\$1,000.00	\$30.00	\$110.00			\$110.00	\$2,000.00		\$60.00			\$220.00
1234567	Regular	7/1/2014	00011111	1234	MARTIN	6/22/2014	7/5/2014	8/9/2014	\$1,000.00	\$30.00	\$110.00	\$30.00		\$110.00						
2345678	Regular	6/27/2014	00011111	1234	BAILEY	6/8/2014	6/21/2014	6/27/2014	\$1,892.00	\$41.76	\$153.12			\$153.12						
2345678	Regular	6/27/2014	00011111	1234	BERRY	6/8/2014	6/21/2014	6/27/2014	\$1,266.66	\$37.99	\$139.33			\$139.33						
2345678	Regular	6/27/2014	00011111	1234	D	6/8/2014	6/21/2014	6/27/2014	\$1,528.80	\$45.86	\$168.17			\$168.17						
2345678	Regular	6/27/2014	00011111	1234	BRITTON	6/8/2014	6/21/2014	6/27/2014	\$1,240.40	\$37.21	\$136.44			\$136.44						
2345678	Regular	6/27/2014	00011111	1234	R	6/8/2014	6/21/2014	6/27/2014	\$1,119.29	\$35.57	\$123.12			\$123.12						

## Exception Reports

- **Member Enrollment Exception Report**

Use this report to aid in the process of resolving member enrollment exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s) and transaction date. Refer to the *Member Management User Manual* for instructions on resolving member enrollment exceptions.

- **Member Maintenance Exception Report**

Use this report to aid in the process of resolving member maintenance exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s) and transaction date. Refer to the *Member Management User Manual* for instructions on resolving member maintenance exceptions.

- **Wage and Contribution Exception Report**

Use this report to aid in the process of resolving wage and contribution exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s), payroll date and due date. Refer to the *Wage and Contribution User Manual* for instructions on resolving wage and contribution exceptions.

## Other Reports

- **Security Report**

Use this report to generate a list of active ERM Employer User information, including names, email addresses and security roles/access.

- **Sub Unit Contribution Details History Report**

Use this report to access submission unit contribution details such as contribution rates and covered positions for all funds as well as certified salaries for the 77 Fund.