Employer Management – Employer User QRG

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Use the *Employer Management – Employer User Quick Reference Guide (QRG)* to aid in managing employer and Submission Unit accounts in the Employer Reporting and Maintenance (ERM) application.

Employer Management Topics Covered:

→ **Managing an Employer Account**
→ **Managing a Submission Unit Account**

Managing an Employer Account

Depending upon the individualized security roles, Employer Users can add, modify or delete information associated with employer accounts in the ERM application. Information that can be modified includes employer contact information, addresses and phone numbers.

To manage an employer account:

1. Access the ERM application. Choose "Employer" from the left-hand side Navigation Menu.
2. Choose "Manage Employer" from the drop-down menu. The *Manage Employer* screen appears (Figure 1).
3. Select the appropriate employer account from the grid in Section 2 of the *Manage Employer* screen.

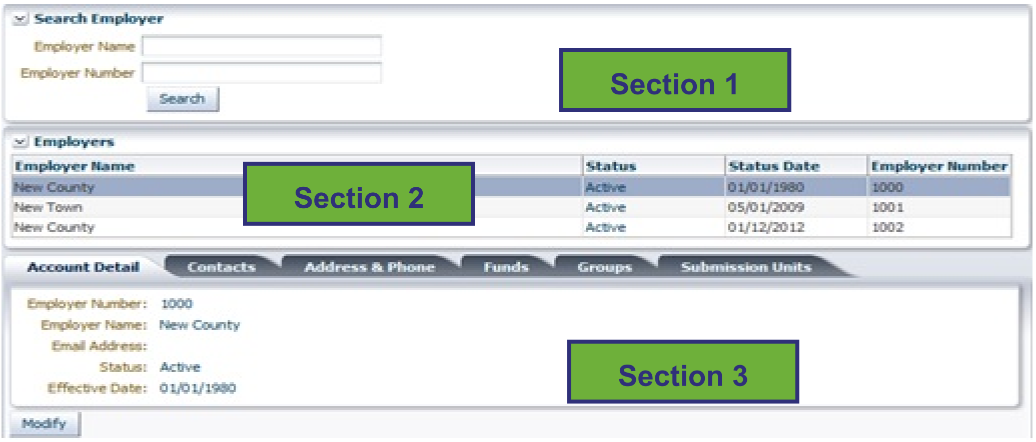

Figure 1: *Manage Employer* Screen

NOTE: The grid in Section 2 and the tabs in Section 3 display only the information associated with employer account(s) the Employer User has permission to view.

4. Update specific employer account information shown in Section 3 of the *Manage Employer* screen:
   a. Choose the Contacts or Address & Phone tab.
   b. Choose the **Add**, **Modify** or **Delete** button to make changes to the information associated with these tabs.

NOTE: Employer Users have view-only access to the information contained in these tabs on the *Manage Employer* screen:

- **Account Detail**
- **Funds**
- **Groups**
- **Submission Units**

Managing a Submission Unit Account

Employer Users can add, modify or delete information associated with Submission Unit accounts in the ERM application. Depending upon an individual's security role, Employer Users can modify Submission Unit addresses and phone numbers, payment administration, wages and contributions and contacts. Employer Users also can modify payroll dates upon initial login.

To manage a Submission Unit account:

1. Access the ERM application. Choose "Employer" from the left-hand side Navigation Menu.
2. Choose "Submission Unit" from the first drop-down menu.
3. Choose "Manage Submission Unit" from the second drop-down menu. The *Manage Submission Unit* screen appears (Figure 2).

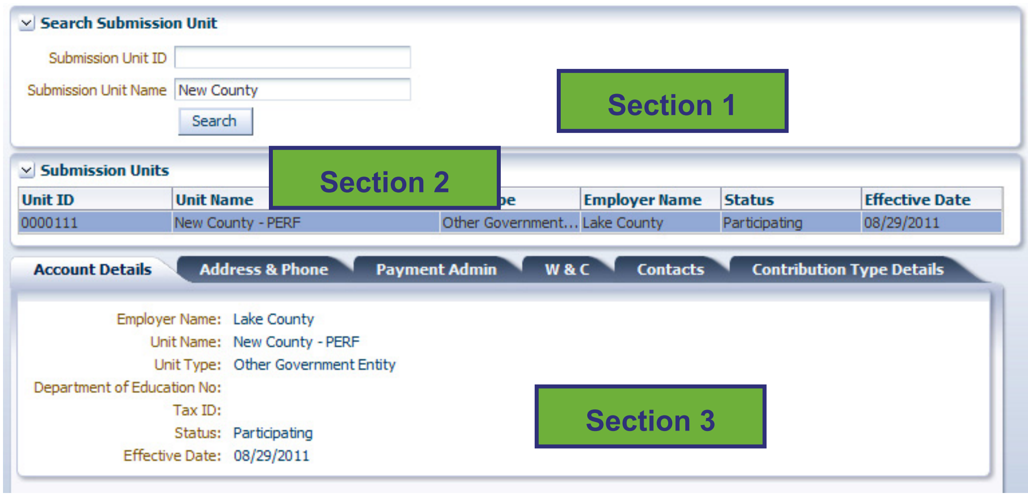

Figure 2: *Manage Submission Unit* Screen

4. Select the appropriate Submission Unit account from the grid in Section 2 of the *Manage Submission Unit* screen.

NOTE: The grid in Section 2 and the tabs in Section 3 display only the information associated with Submission Unit account(s) the Employer User has permission to view.

5. Update specific Submission Unit account information shown in Section 3 of the *Manage Submission Unit* screen:
   a. Choose the Address & Phone, Payment Admin, W&C or Contacts tab.
   b. Choose the **Add**, **Modify** or **Delete** button to change Submission Unit account information associated with these tabs.

NOTE: Employer Users have view-only access to the information contained in these tabs on the *Manage Submission Unit* screen:

- **Account Details**
- **Contribution Type Details**

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