Wage and Contribution File Upload and Online Entry – Employer User QRG

Wage and Contribution File Upload and Online Entry – Employer User

Use the *Wage and Contribution File Upload and Online Entry – Employer User Quick Reference Guide (QRG)* to aid in uploading wage and contribution files and entering wage and contribution information online in the Employer Reporting and Maintenance (ERM) application.

To view the file layout specifications, click here.

Wage and Contribution File Upload and Online Entry Topics Covered:

→ **Uploading a File (Wage and Contribution, Adjustment, or Settlement Adjustment File)**
→ **Completing an Online Wage and Contribution Entry**

Uploading a File: Overview

Employer Users can upload Wage and Contribution, Adjustment, or Settlement Adjustment files to the ERM application. To upload a file:

1. Select a file upload type.
2. Choose a payroll date.
3. Select Submission Unit(s).
4. Select a file to upload and submit.

To upload a file:

1. Access the ERM application. Choose "Wage & Contribution" from the left-hand side Navigation Menu. Choose "File Upload" from the drop-down menu. The *Wages & Contribution File Upload* screen appears (Figure 1).

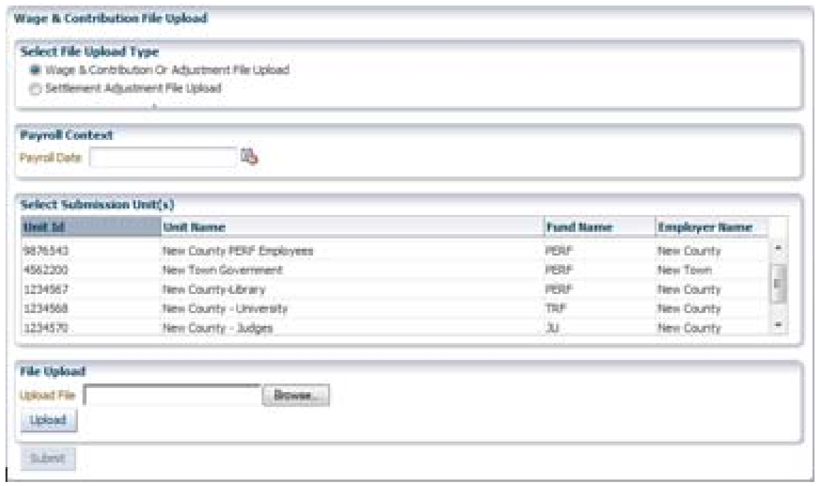

Figure 1: *Wages & Contribution File Upload* Screen

2. Choose a file type to upload on the *Wages & Contribution File Upload* screen by selecting the appropriate radio button under "Select File Upload Type." The buttons are:
   - Wages & Contribution Or Adjustment File Upload
   - Settlement Adjustment File Upload
3. Type the payroll date into the **Payroll Date** field. Follow the format that appears in the pop-up bubble.
4. Select the appropriate Submission Unit(s) from the grid. To select multiple Submission Units, hold down the **Ctrl** key on your keyboard when selecting each Submission Unit from the grid.

NOTE: Only the Submission Units that you have access to view will display in the grid. The displayed Submission Units will match the payroll date you typed.

5. Click the **Browse** button next to the **Upload File** field.
6. An e**xplorer** window will open. Browse for, and select, the file you wish to upload. Click the file name to populate the **Upload File** field.
7. When you have selected the file you wish to upload, click the **Upload** button.
8. Once the file name appears above the **Upload File** field, click the **Submit** button to upload the Wage and Contribution, Adjustment, or Settlement Adjustment file to the ERM application.
9. The file will be validated against a set of business rules. You can view the validation results and submit the report for payment through the Submission Reports section.

Wage and Contribution File Upload and Online Entry – Employer User QRG

Completing an Online Wage and Contribution Entry

Employer Users can enter wage and contribution information directly into the ERM application.

To create an online entry report:

1. Access the ERM application. Choose “Wage & Contribution” from the left-hand side Navigation Menu. Choose “Online Entry” from the drop-down menu.
2. Select the appropriate Submission Unit. Click the **Next** button.
3. The *Select Payroll Date* screen opens (Figure 2). Select the payroll date from the drop-down menu. Click the **Next** button when you are finished.
4. Select the type of report entry using the appropriate radio button on the *Type of Report Entry* screen (Figure 3). The buttons are:
   - New Report
   - Create New from Previous Report

Figure 2: *Select Payroll Date* Screen

5. The *Enter Report Information* screen opens (Figure 4). Use this screen to add new records or members to an online entry report.
   a. To add a new wage and contribution record to the online entry report, click the **Add New Record** button. Complete the appropriate fields in the pop-up box that appears. Click the **Add Record** option in the pop-up box when you are finished.

Figure 3: *Type of Report Entry* Screen

   b. To add a member to the online entry report, click the **Add Members** button. Search for and select the member to add to the report using the **Add Members** pop-up box. A list of members that matches the search criteria appears in a grid below the search fields.
   c. Click the check box next to the record for the member(s) you wish to add to the report and then click the **Add Selected** button.
   d. To add all the active members of a Submission Unit to an online entry report, click the **Add All Members from Submission Unit** button.

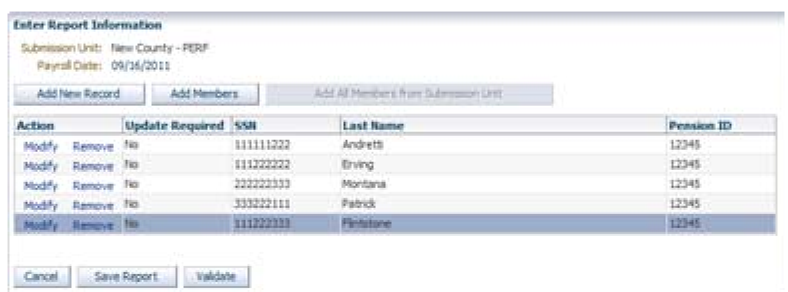

Figure 4: *Enter Report Information* Screen

6. When you have finished adding members or records to the report, check the “Update Required” column of the grid. If the value of this column is “Yes,” for any member, you must modify the data for that member. To modify wage and contribution data:
   a. Click a field with the value “Modify” in the Action column of the grid.
   b. Complete all applicable fields in the Modify Wage & Contribution Transaction pop-up box. All required fields, marked with an asterisk (*), must be filled in before the online entry can be completed.
7. Once you make the required updates, you can either save the report for later validation or submit the report to the ERM application for validation.
   a. To save the report, click the **Save Report** button.
   b. To validate the online entry report against a set of business rules, click the **Validate** button
8. The transactions will be validated. You can view the validation results and submit the report for payment through the Submission Reports section of the ERM application.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM