

TRF Employer Interactive: Current Wage and Contribution Reporting Instructions

Current wage and contribution reporting is the method used by employers (school corporations) to report used to submit the employer and employee contributions to the Indiana State Teachers' Retirement Fund (TRF).

The deadline for report submission is 15 days after the beginning of the quarter. Payments must be received 15 days after the beginning of the quarter. Delinquency is subject to fine as established in Indiana Code *IC 5-10.4-7-6*.

Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF *Home* page at 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.

INDIANA STATE
Teachers' Retirement Fund

Login Page

Required Field

Employer Email Address

Employer Password

Login Clear

[Login Help](#)
[Forgot Password?](#)

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 Current 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 log in 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.

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

Home	<p>Employer Information</p> <p>Welcome Your school corporation name</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"> * Pre-Retirement Seminars - open to all teachers who would like to learn more about their Teachers' Retirement Fund retirement benefit. * One-on-one retirement sessions - open to teachers who are within two years of retirement. <p>If you are interested in having a TRF representative visit your school, please send an email to appointments@trf.in.gov.</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>
Current Wage and Contribution	
Upload Regular File	
Enter Regular Report	
Required Regular File Format (pdf file)	
Adjusted Wage and Contribution	
SSN/TRF# Cross-Reference	
Member Enrollment	
Retirement Application-Part II	
Member Detail Report	
Maintain Bank Information	
Payment	

Figure 3 – Employer Information Page

Submitting Your Quarterly Wage and Contribution Report

There are two ways to submit your Quarterly Wage and Contribution Report online.

1. Submit the data by uploading an electronically formatted file using the **Upload Regular File** option of the TRF Employer Interactive. If you are uploading an electronically formatted file it must be in the required electronic format. The electronic format is available through the **Required Regular File Form (pdf file)** option on the navigation menu. Instructions on how to submit your electronically formatted file are included in the Upload Regular File section of this document.
2. Enter the information manually using the **Enter Regular Report** feature of the TRF Employer Interactive. If you cannot create your quarterly file in the required format then you must enter the data manually. Instructions on how to manually enter a regular file are as included in the Enter Regular Report section of this document.

Upload Regular File

From the *Employer Information* page (Figure 3) select **Upload Regular File**. The *Upload Regular File* page (Figure 4) displays. The required format for submitting a regular file can be accessed by clicking on the **Required Regular File Format (pdf file)** option.

<ul style="list-style-type: none"> Home Current Wage and Contribution <ul style="list-style-type: none"> Upload Regular File Enter Regular Report Required Regular File Format (pdf file) Adjusted Wage and Contribution SSN/TRF# Cross-Reference Member Enrollment Retirement Application-Part II Member Detail Report Maintain Bank Information Payment 	<h3>Upload Regular File</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Quarter End Date</th> </tr> <tr> <th style="width: 50%;">Quarter Ending</th> <th style="width: 50%;">Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">03-31</td> <td style="text-align: center;">2009</td> </tr> </tbody> </table> <p>File <input style="width: 100px;" type="text"/> <input type="button" value="Browse..."/></p> <p style="text-align: center;"><input type="button" value="Upload File"/> <input type="button" value="Cancel Upload"/></p> <p>Please click the Upload File button only once, and do not hit refresh after clicking Upload File. Otherwise, a duplicate file may be processed.</p> <p><u>To upload a file:</u></p> <ul style="list-style-type: none"> ■ Click the "Browse" button to open the "Choose File" window ■ 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) ■ Double-click the file name or select the file and then click "Open" ■ Once the file name appears in the text box next to the "Browse" button, click "Upload File" 	Quarter End Date		Quarter Ending	Year	03-31	2009
Quarter End Date							
Quarter Ending	Year						
03-31	2009						

Figure 4 – Upload Regular File Page

In the **Quarter Ending** field, click the ▼ to access the pick list. Select the quarter end date that is being reported.

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

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 Regular Report

If you are not able to create your quarterly file in the required electronic format for the Upload Regular File process, the **Enter Regular Report** option allows you to manually enter the report information.

On the *Employer Information* page (Figure 3), select the **Enter Regular Report** option and the *Enter Regular Paper Report* page (Figure 5) displays. To enter the report 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. The information remains resident on the *Enter Regular Paper Report* page for the next session and until it is submitted.

Enter Regular Paper Report

[Data Entry Instructions](#)

- Enter the Wage and Contribution information for your school corporation in the fields below
- Previously entered data that has not been submitted, will be displayed for the reporting quarter end date
- 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, 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

* Required Field

Unit Name *Your school corporation name*
 Unit Number *Your school TRF Unit Number*
 Quarter End Date 03/31/2009

	* 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"/>												
2	<input type="checkbox"/>												
3	<input type="checkbox"/>												
4	<input type="checkbox"/>												
5	<input type="checkbox"/>												
6	<input type="checkbox"/>												
7	<input type="checkbox"/>												
8	<input type="checkbox"/>												
9	<input type="checkbox"/>												
10	<input type="checkbox"/>												
11	<input type="checkbox"/>												
12	<input type="checkbox"/>												
13	<input type="checkbox"/>												
14	<input type="checkbox"/>												
15	<input type="checkbox"/>												
Totals		Total Count 0		.00	.00	.00	.00	.00	.00	.00	.00		0

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

Figure 5 – Enter Regular 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.

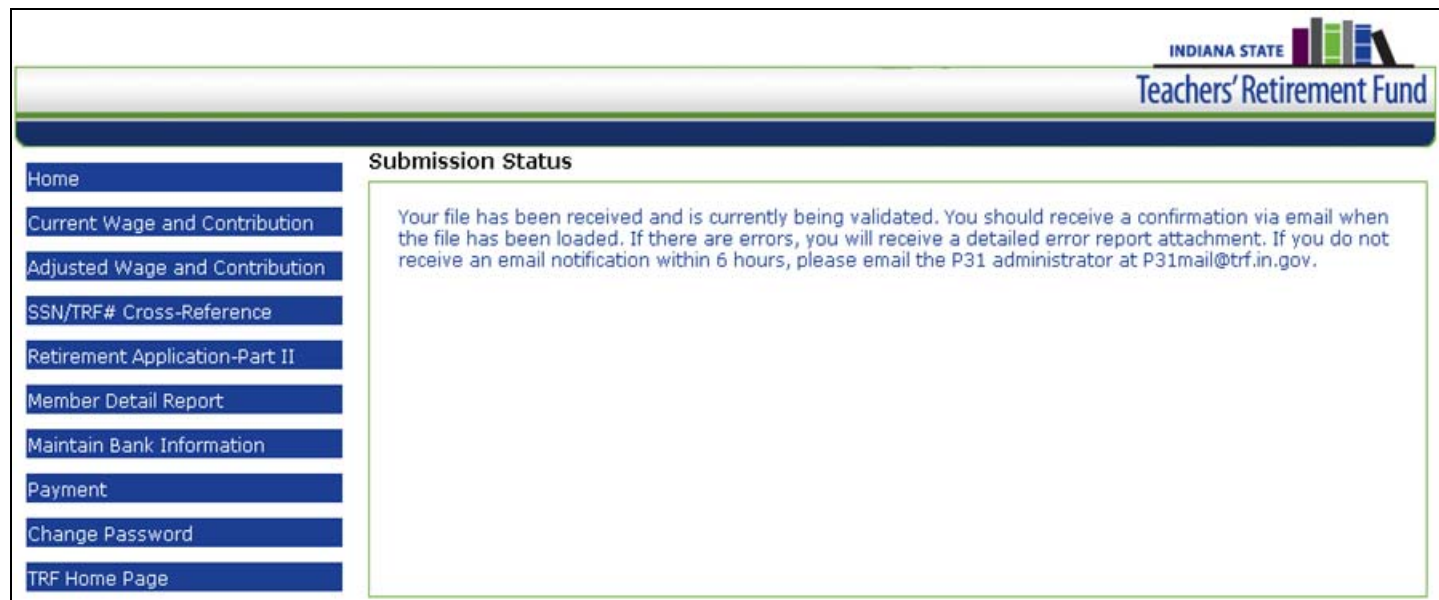


Figure 7 – Submission Status Page

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.

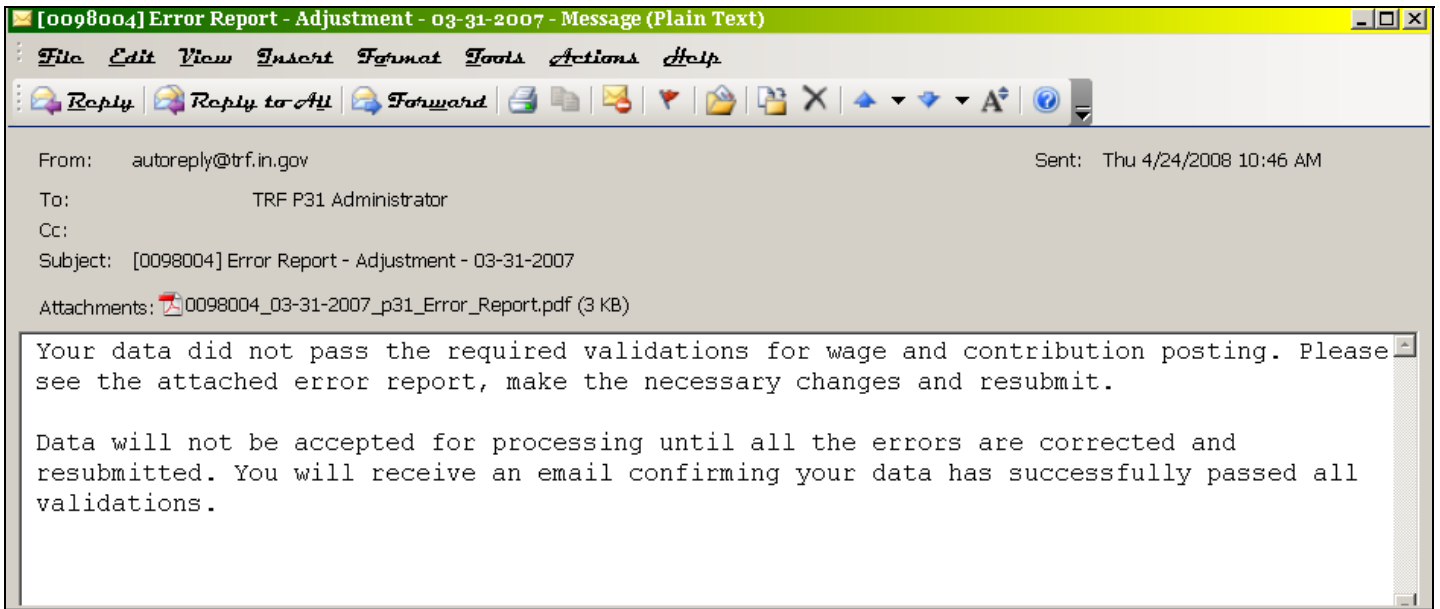


Figure 8 – Error Report Notification

Validation Report For *your unit # here*

Quarter End Date : 12-31-2007
 Report Type : Regular
 ER Share rate : 0.0725

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
0000000		DENNIS	\$10,251.32	\$307.54	\$0.00	\$0.00	\$0.00	\$743.22	\$0.00	\$0.00	54		
Reported TRF Number does not match members TRF Number.													
0000000		TENSLEY	\$8,736.66	\$262.10	\$0.00	\$0.00	\$0.00	\$633.40	\$0.00	\$0.00	54		
Reported TRF Number does not match members TRF Number.													
0000000		SCHOENLE	\$7,924.32	\$237.75	\$0.00	\$0.00	\$0.00	\$574.51	\$0.00	\$0.00	54		
Reported TRF Number does not match members TRF Number.													

Figure 9 – Error Report

From: autoreply@trf.in.gov
To: TRF P31 Administrator
Cc:
Subject: Data Accepted Confirmation - Regular - 12-31-2007

Your data has successfully passed all validations. The sum of individual totals (actual) are

Total Wages	\$678,494.49
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$20,355.13
Total Mandatory Contributions	\$20,355.13
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share (ERP) @ 7.25%	\$16,846.96
FSP Wages	\$0.00
FSP Contributions @ 7.25%	\$0.00
Total Teachers	57
Total Service Days	3021

Total payment required :

Total Mandatory Contributions	\$20,355.13
Total Voluntary Contributions	\$0.00
Total Employer Share	\$16,846.96
Total FSP Contributions	\$0.00
Total Payment	\$37,202.09

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 submission is completed once payment is received.