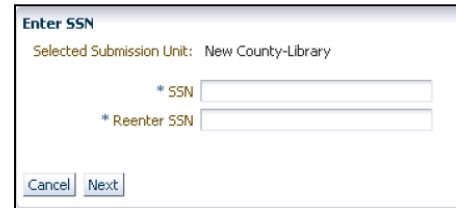# ERM Member Enrollment QRG - Employer

Use this Quick Reference Guide (QRG) for directions to aid in enrolling members into PERF, TRF, PA/PARF, JU/JRS, C&E/EG&C Fund, or the 1977 Fund in the Employer Reporting and Maintenance (ERM) application.

**Member Enrollment Overview**

- **Enroll a Member in the PERF, TRF, PA/PARF JU/JRS, or C&E/EG&C Fund**
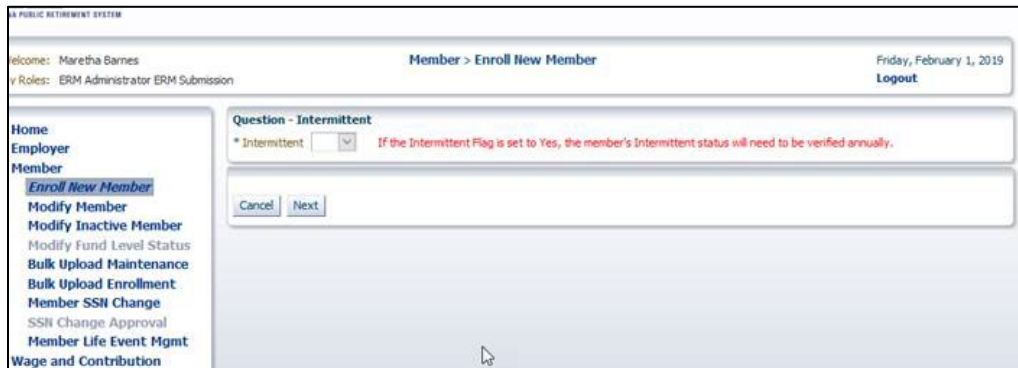- **Enroll a Member in the 1977 Fund**

## Enroll a Member in the PERF, TRF, PA/PARF, JU/JRS, or C&E/EG&C Fund

An Employer User with the appropriate security role can enroll members in PERF, TRF, PA/PARF, JU/JRS, or C&E/EG&C Fund using the ERM application.

*Figure 1: Enter SSN Screen*



1. Launch the ERM application. Choose **Member** from the **Navigation Menu**.
2. Choose **Enroll Member** from the drop-down menu.
3. The **Select Submission Unit Screen** displays.
4. Select the member's Submission Unit from the grid on the **Select Submission Unit** screen.

*Figure 2: Intermittent Screen*



5. Click **Next**.
6. Enter, then verify, the member's Social Security Number (SSN) using the **Enter SS***N* screen (Figure 1).
7. Click **Next**.
8. The **Question – Intermittent** displays.
9. Click [ ] and select **Yes** or **No**.
10. Click **Next**.

> **NOTE:** If the member's SSN already exists in the application, there are different pop-up boxes that appear depending upon the member's status in the ERM application. For more information about these pop-up boxes, refer to the *Verify Member Social Security Number* section of the *Employer Reporting and Management (ERM) Member Management User Manual – Employer* available from the ERM – Manuals page of the INPRS website..

11. Enter the member's position using the **Select Position** screen. The information required on this screen varies based upon the Fund into which the new member is enrolling.

12. Enter the member's position using the **Select Position** screen. The information required on this screen varies based upon the Fund into which the new member is enrolling.

13. Use the **Create New Member** screen (Figure 2) to provide member demographic information.

14. Click **Next**. The **Verify Member Enrollment** screen appears.

15. Confirm all information displayed on the **Verify Member Enrollment** screen is correct and click **Submit**.

16. Once the enrollment process is complete, the **Confirm Member Enrollment** screen appears. This screen displays the **Pension ID** assigned to the member by the ERM application.

> **NOTE:** If the enrollment transaction contains an error, a message displays on the Confirm Member Enrollment screen stating that the transaction was placed in the Exception Queue. This error must be fixed before the transaction can be accepted. For more information, see the Exception Queue section of the *Employer Reporting and Management (ERM) Member Management User Manual – Employer* available from the ERM – Manuals page of the INPRS website.

*Figure 2: Create New Member Screen*

# ERM Member Enrollment QRG - Employer

## Enroll a Member in the 1977 Fund

> **NOTE:** **Effective July 1, 2022, SEA 78,** provides that if INPRS determines that a new full-time police officer or full-time firefighter in PERF should be a member of the 1977 Fund, INPRS shall require the employer to transfer the member into the 1977 Fund and contribute the amount that INPRS determines is necessary to fund fully the member's service credit in the 1977 Fund for all service earned as a full-time police officer or full-time firefighter in PERF. Provides that a police officer or firefighter who is an active member of the 1977 Fund with an employer that participates in the 1977 Fund, separates from that employer, and more than 180 days after the date of the separation becomes employed as a full-time police officer or full-time firefighter with the same or a second employer that participates in the 1977 Fund, is a member of the 1977 Fund without meeting the age limitations under certain circumstances. However, the individual must pass the statewide baseline physical and local board mental examinations. (IC 36-8-8-3, IC 36-8-8-5, IC 36-8-8-7)

The enrollment process for the 1977 Fund is similar to the PERF, TRF, PA/PARF, JU/JRS, or C&E/EG&C Fund enrollment process with some minor differences.

### To enroll a member in the 1977 Fund

1.  Launch the ERM application. Choose **Member** from the **Navigation Menu**.

2.  Choose **Enroll Member** from the drop-down menu.

3.  Select the member's **Submission Unit** from the grid on the **Select Submission Unit** screen.

4.  Enter, then verify, the enrolling member's **SSN** using the **Enter SSN** screen (Figure 1).

5.  Use the **Create New Member** screen (Figure 3) to provide member demographic information. Click **Next**. The **Verify Member Enrollment** screen displays.

6.  Confirm all information displayed on the **Verify Member Enrollment** screen is correct and click **Submit**.

*Figure 3: Create New Member Screen*



> **NOTE:** If the member's SSN already exists in the application, there are different pop-up messages that display depending upon the member's status in the ERM application. For more information about these pop-up messages, see the *Verify Member Social Security Number* section of the *Employer Reporting and Management (ERM) Member Management User Manual – Employer* available from the ERM – Manuals page of the INPRS website.

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7. A message displays stating that 1977 Fund enrollments are sent to the **Member Enrollment Exception Queue** in **Pending** status until results of the Statewide Baseline Examination* are received. Once INPRS receives the results, INPRS Staff contacts you to complete the enrollment.

*Figure 4: Member Enrollment Exception Queue*



The *1977 Police Officers' & Firefighters' Fund Application for Membership (State Form 04928)* is also referred to as the Baseline, Baseline Exam, Statewide Baseline Exam and is available from the INPRS website.

8. Once you receive notification from INPRS, either by phone or email, that the member has passed the Statewide Baseline Examination, access the **Member Enrollment Exception Queue** (Figure 4) from the **Home Dashboard**.

9. Find the member's enrollment transaction, click the **Enter Hire Date** link in the **Action** column, and enter the member's hire date.

10. Once the enrollment process is complete, the **Confirm Member Enrollment** screen displays. This screen displays the Pension ID assigned to the member by the ERM application.

> **NOTE:** **Effective 12/31/2009**, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the ERM – Manuals page and the ERM – Quick Reference Guides page of the INPRS website.

> **NOTE:** To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM manuals have been written for Employer and Staff. The Employer versions are available from the Employer Reporting & Maintenance page of the INPRS website. (IC 5-10.2-2-12.5)