

ERM Wage and Contribution Adjustment Template Instructions QRG - Employer

This is the quick reference guide (QRG) for adjusting the wage and contribution submission for uploading into the Employer Reporting and Management (ERM) application.

ERM W and C Adjustment

- In ERM
- In Excel
 - Reformat W & C History Report
- In the ERM Wage & Contribution Template
- In Notepad

In ERM

1. Launch ERM.
2. Navigate to
[Employer Reports > Wage & Contribution History Report](#)
3. Enter the payroll date range and either **Pension ID** or **SSN** of the member.
4. Click **Search** and export results to Excel.

In Excel

Launch Excel and import the results from the *Wage & Contribution History Report* in ERM.

Reformat the Wage & Contribution History Report

1. **Column I** and **Column J: Period Start Date** and **Period End Date**. Navigate to:
[Home > Number > Format cells, Number tab > Category - Custom](#).
In the **Type** field enter **mmddyyyy**. Click **OK**.
2. **Column Q: Total Employer Share**. Navigate to:
[Home > Number > Format cells, Number tab > Category - Number](#).
In the **Decimal places** field, enter **2**. Click **OK**.
3. Highlight **Column R – Wages**. Right click and choose **Insert**. A new, blank **Column R** is added and **Wages** moves to **Column S**.
4. Enter **-1.00** in **Cell R3**. **Column R – Wages** is now **Column S – Wages**.
5. Highlight and **Copy Cell R3**.
6. Highlight the **Wages – Column S**. Right click and from **Paste Options** choose **Paste Special**. On the **Paste Special** screen, in the **Operation** section, click the **Multiply** radio button. Click **OK**.
7. Repeat the above steps for any other columns needing to be reversed (converts amounts in column to negative amounts)

In the ERM Wage & Contribution Template

Open the [ERM W and C Template](#). It is an Excel template, and this link is to the version used by employers from the INPRS website.

ERM Wage and Contribution Adjustment Template Instructions QRG - Employer

Figure 1: ERM W and C Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	date	row count													
2															
3	agency	SU #	fund	ssn	pid	last name	wages	mandatory post-tax	mandatory pre-tax	employer share	fsp wages	fsp contribs	hep contribs	service days	voluntary post-tax
	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB		
	voluntary pre-tax	LDICP	LDIP	LCD	severance wages	sev mand post-tax	sev mand pre-tax	sev er share	sev vol post-tax	sev vol pre-tax	period start date	period end date	record type		

Table 1: ERM W and C Template

Column	Title	Description
A	Agency	Leave blank
B	SU #	Enter 7-digit submission unit number
C	Fund	Enter PERF or TRF (must be in all capital letters)
D	SSN	Enter the full SSN without spaces or dashes.*
E	PID	Enter the member's 9-digit Personal Identification (PID) number.*
F	Last Name	Enter the member's last name.*
G	Wages	From the W & C History Report, copy the reformatted data and paste to the appropriate column on the W & C Template.
H	Mandatory Post-Tax	
I	Mandatory Pre-Tax	
J	Employer Share	
K	FSP Wages	
L	FSP Contribs	
M	HEP Contribs	
N	Service Days	
O	Voluntary Post-Tax	
P	Voluntary Pre-Tax	
Q	LDICP	
R	LDIP	
S	LCD	
T	Severance Wages	
U	Sev Mand Post-Tax	
V	Sev Mand Pre-Tax	
W	Sev ER Share	
X	Sev Vol Post-Tax	
Y	Sev Vol Pre-Tax	
Z	Period Start Date	Copy Column I – Period Start Date from the W & C History Report.
AA	Period End Date	Copy Column J – Period End Date from the W & C History Report.

ERM Wage and Contribution Adjustment Template Instructions QRG - Employer

Column	Title	Description
AB	1. Record Type	Enter A for Adjustment to previous data (must be in all capital letters)

* Two of the three identifiers must be entered.

Completing the Spreadsheet

1. In **Column A, Agency Code**, leave the field blank
2. In **Column B, SU #**, enter 7 digit submission unit number
3. In **Column C, Fund**, enter PERF or TRF (must be all caps).
4. In **Column D, SSN**, enter full SSN (no spaces or dashes). Must enter 2 of 3 identifiers.
5. In **Column E, PID**, enter member PID (9 digits). Must enter 2 of 3 identifiers.
6. In **Column F, Last Name**, enter member last name. Must enter 2 of 3 identifiers.
7. In **Column AB, Record Type**, enter **A** for adjustment to previous data (must be in caps).
8. If multiple entries for one member, copy the above data to populate enough rows for the transactions.
9. From the *Wage & Contribution History Report*, copy the reformatted date in **Columns I and J, Period Start Date and Period End Date**, and paste on the *Wage & Contribution Template* in **Columns Z and AA, Pay Period Start Date and Pay Period End Date**.
10. If there are multiple entries for one member, copy the above data to populate enough rows for the transactions.
11. From the *Wage & Contribution History Report*, copy the reformatted data and paste to the appropriate column on the *Wage & Contribution Template*.
12. If the member's demographic data was copied down to extra rows, delete the data from those rows. Enter the payroll date to be used during the upload process in **Cell A1**. Format is mmddyyyy.
13. Enter the number of rows of member transactions in **Cell B1**. Delete the blank **Row 2** and the header **Row 3**.
14. **File > Save As > CSV** (Comma delimited, with delimiter set to |)
15. **Control Panel > Language > Change date, time or number formats > Additional Settings > List Separator:** (change , to |) **> Apply**

These instructions are also available from the [ERM Create a Pipe Delimited Text File Using Windows 11 QRG – Employer](#) on the INPRS website.

1. In Excel, click in the **Search Windows** field and type **Region** and press **Enter**. The *Region* window displays. The **Formats** tab is the default.
2. Click the **Additional settings** button. The *Customize Format* window displays (Figure 3). The **Numbers** tab is the default. **Save** the file as a CSV file with delimiter set to | (pipe).
3. On the *Customize Format* window, on the **Numbers** tab, go to the **List separator** field and enter the pipe delimiter (|). This is not offered in the drop down list the first time it is used. It should be added to the list for the next time.

