

ERM Cross-Fiscal Year Missed Wage and Contribution Adjustments for a TRF Member QRG - Employer

Use this quick reference guide (QRG) to aid in reporting missed wage and contribution adjustments that cross multiple fiscal years for a TRF Hybrid member.

Missed Wage and Contributions

When calculating a TRF member's pension benefit, the final average earnings (FAE) refer to the highest 5 fiscal years of compensation in a TRF Hybrid covered position. The 5 years do not have to be continuous. Due to the fact that the FAE is figured by fiscal year, any adjustment entered must be separated by a fiscal year to ensure the FAE and service credit are calculated correctly. Missing wages and contributions can result in incorrectly calculated FAE and member appeals to INPRS.

Important Information

When missed reporting for a TRF member spans multiple fiscal years, you can enter an adjustment to report the missing timeframe using your unit's normal pay periods or by fiscal year pay periods (7/1 – 6/30). You are not able to report a pay period that spans multiple fiscal years. If entering the adjustment by fiscal year, you must use an annual payroll frequency. If your submission unit does not currently have an annual payroll frequency or you are using the file upload option, you must contact the Employer Advocate (EA) Team, Toll-free at (888) 876-2707 or via email at epa@inprs.in.gov to request an annual payroll calendar to complete the adjustment.

Manual Wage and Contribution Adjustment

NOTE: A fiscal year runs July 1 – June 30. School years typically fall within the same timeframe. The maximum number of service days to report in a fiscal year adjustment is 120.

1. In ERM, click the arrow to the left of **Wage and Contribution** in the **Navigation Menu**.
2. Select **Online Adjustment**.
3. Select the **Submission Unit** and click **Next**.
4. Enter the **Payroll Date** for the adjustment and click **Next**.
5. Select the adjustment type **Missed Wage and Contributions** and click **Next**.
6. Select the **Payroll Frequency** in the drop-down menu and click **Next**.
7. Click **Create Adjustment Report** and then click **Add Members**.
8. **Search** for the member using one of the three search fields in the top section of the screen or highlight the member in the bottom table. Once the member is selected, click **Add Selected**.
9. In the column under **Action**, click **Modify**.

Figure 1: ERM, Online Adjustment

Action	Update Required	SSN	Last Name
Modify Remove	No	*****4444	Jones
Modify Remove	Yes	*****4444	Jones
Modify Remove	No	*****4444	Jones

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10. Enter all necessary pay period, wage, contribution, and service credit day details to the adjustment report and click **Save**.
11. If the member needs to have any additional pay period(s) reported, click **Add Members** and repeat Steps 8-10. The line that has a **Yes** in the **Update Required** column is the one you need to enter the additional pay period information.
12. After all entries have been completed, click **Validate**.
13. Process the validated submission report for payment within the **Wage and Contribution** section of ERM

NOTE: If any error occurs when validating the report for payment, refer to [*ERM Wage and Contribution Exception Queue Troubleshooting QRG*](#) available from the [*ERM - Quick Reference Guides*](#) page of the INPRS website.

14. After completion, contact the EA Team with your **Case Number** to let them know that the transactions have been paid. The EA performs a final review to ensure the correct pay periods have been used. This review ensures service credit and FAE are correct for retirement processing.
15. Annual calendars not used within 30 days of the payroll date are deleted.

NOTE: If you need to save the adjustment prior to completing, click **Save Report** which saves your progress. To continue, follow Steps 1-3 and pull up the saved report by selecting the payroll date in the drop-down menu.

File Upload for Wage and Contribution Adjustment

NOTE: Visit the [*ERM – File Templates/Testing*](#) page of the INPRS website for file templates and layout specifications.

1. Click the arrow to the left of **Wage and Contribution** in the **Navigation Menu**.
2. Choose **File Upload**.
3. Select the **File Upload Type**.
4. Enter the **Payroll Date** of the adjustment.
5. Highlight the **Submission Unit(s)**.
6. Click **Choose File** and find the file to upload.
7. Click **Upload**.

NOTE: If your file does not upload, refer to [*the ERM Wage & Contribution File Upload Troubleshooting QRG*](#) available from the [*ERM - Quick Reference Guides*](#) page of the INPRS website.

8. Process the validated submission report for payment within the Wage and Contribution section of ERM.

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Figure 2: Example of .txt file to report missing wages and contributions for 7/1/2020 – 8/15/2022

TRF File 1.txt

File Edit View

```
01152024|3|
|2345678|TRF|222334444||Jones|1000||30|55.00|||120|||07012020|06302021|M|
|2345678|TRF|222334444||Jones|1000||30|55.00|||120|||07012021|06302022|M|
|2345678|TRF|222334444||Jones|1000||30|60.00|||14|||07012022|08152022|M|
```

Contact INPRS

For any issues or questions, contact the EA Team by emailing to eppa@inprs.in.gov or call Toll-free (888) 876-2707 Monday through Friday.

