1 Instructions for Submitting Pension Relief Data to INPRS using the Employer Reporting and Maintenance (ERM) Application

Refer to the *Pension Relief Information - Employer* document available from the Pension Secretaries Resources page of the INPRS website for additional information and dates associated with preparing and submitting your Pension Relief data.

For a complete list of topics, refer to the *Contents* section of this guide.

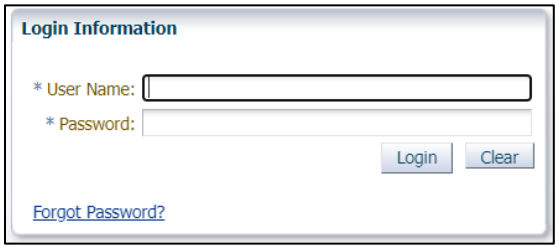
2 Access ERM

If you are not already listed as a user in ERM, your staff ERM security administrator must add you as a user contact in ERM with the security role of **PERF Pension Relief Administrator** before you can submit the report electronically.

If your password has expired since last year, use the **Forgot Password** option on the ERM home page or have your staff ERM security administrator generate a new temporary password for you.

If your staff ERM security administrator needs assistance with adding you as a user contact in ERM, they should follow pg. 2 of the *ERM Getting Started QRG - Employer* available from the ERM - Quick Reference Guides page of the INPRS website.

Figure 1: ERM Login page



2.1 Log In Help

- Use your full email address as your **User Name** and the temporary password you received via email from the email address 1-inprsnoreply@inprs.in.gov
- If your staff security administrator has added you in ERM and you have not received the emailed password, it may be in your SPAM or Junk folder. If you are still unable to locate it in your SPAM or Junk folder, conduct a search in your email box for the aforementioned email address.
- If your account becomes locked or disabled, contact your staff security administrator to unlock your account and generate a new emailed password.

2.2 Instructions

On the *Report Summary Page*, click the ▷ next to **Instructions** and the following information displays.

Welcome to the new Pension Relief Report Summary Page!

To get started, select one of the following options:

1. *Click the "**Browse**" button to select a file to upload. This must be an "**.xls**" file. Once a file has been selected, the "**Upload File**" button will be enabled.*
2. *Click the "**Previous Data**" button to create a copy of the previous year's report and edit the data manually.*

   *Once your report data has been validated, the Validations Results section will be populated with the number of records in each result status. Use the "**View"** links to view, edit, delete, & add records, and revalidate your report.*

   *To delete a record, click the appropriate "**View**" link in the Validations Results section, click the "**Edit**" link next to the record you wish to delete, and then click the "**Delete**" button.*

   *To add a record, click any "**View**" link in the Validations Results section, and then click the "**Add**" button.*

   *Click the "**Save As Incomplete**" button to save your Employer Comments and report and return to it later.*

   *Click the "**Save and Submit**" button to submit your report to INPRS. This button will be disabled if there are any Transactions That Failed Validations or any Transactions Revoked By INPRS with Error messages.*

   **Please note: you may only submit your Pension Relief report once. Upon submission, the Upload Pension Relief link will no longer be accessible until the next reporting year – unless your report is revoked for any reason.*

NOTE: If at any point in this procedure you have questions or need assistance with Pension Relief reporting, contact INPRS customer service:

Phone: (888) 876-2707
Email: eppa@inprs.in.gov

For additional information about Pension Relief, you can access the Pension Secretaries' Resources page on the INPRS website.

3 Navigate to the Pension Relief Upload page

1. On the ERM navigation menu (left), click the arrow ▽ next to the **PERF Links** menu option.
2. In the drop-down menu, click **Upload Pension Relief**.
3. The *Report Summary Page* displays. Scroll to the bottom of the page.

Figure 2: Upload Pension Relief, Display Link

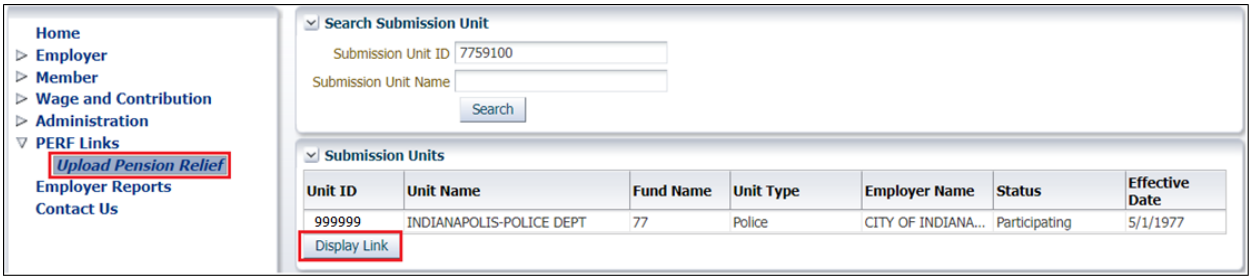
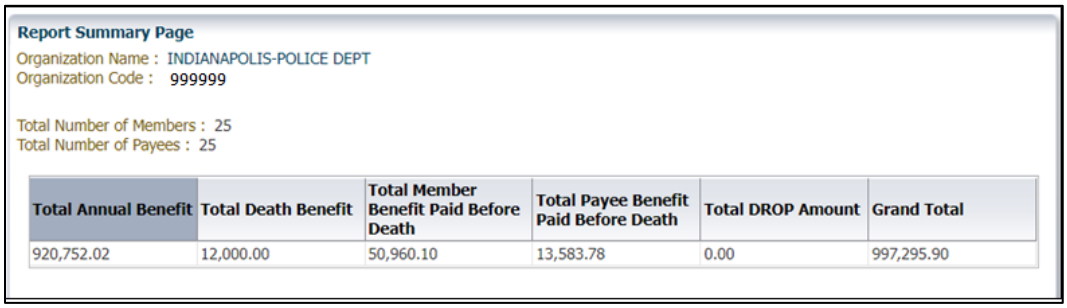


Figure 3: Report Summary Page (Partial View)



Report Summary Page

Organization Name : INDIANAPOLIS-POLICE DEPT
Organization Code : 999999

Total Number of Members : 25
Total Number of Payees : 25

Total Annual Benefit	Total Death Benefit	Total Member Benefit Paid Before Death	Total Payee Benefit Paid Before Death	Total DROP Amount	Grand Total
920,752.02	12,000.00	50,960.10	13,583.78	0.00	997,295.90

At the bottom of the page are the navigation buttons. Inactive buttons are grayed out.

> **NOTE:** If you have file formatting errors once you have selected **Upload Pension Relief,** check the *Pension Relief Worksheet Field Level Guide - Employer* (available from the Pension Secretaries Resources page of the INPRS website) for the specific file format requirements. Be sure you have the **Payee Zip Code** (5-digits) information added to all the accounts to be uploaded.

Figure 4: ERM Navigation Menu

4 Submit Your Pension Relief Data For Validation

> **NOTE**: In some instances, because of the length of the screens in ERM, you may need to scroll down on the screen to see/access the other information displayed on the screen and the options offered at the bottom of the screen.

> **NOTE:** It is recommended that you check your SPAM or Junk Mail folders regularly during this process to make sure you receive the notices sent to you regarding your submission.

Choose from the options covered in this section.

4.1 Cautions

4.1.1 Hyphens and Commas

Your data from an Excel spreadsheet or any entries you manually make in ERM for Pension Relief cannot include hyphens or commas.

Examples: Social Security number must be 9 digits with no hyphens. Dollar amounts cannot include commas (10,000 must be 10000).

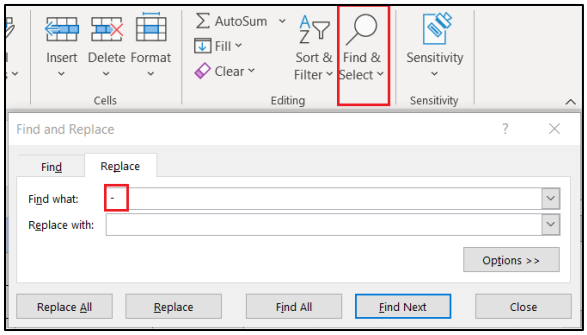
In your spreadsheet, use the Excel options of **Find & Select**. Choose **Find what** and enter a hyphen. **Replace with** leave blank. You have the option of moving from one record to another and choosing to make the change or using **Replace All** to make the changes to all the accounts.

You always have the option of using **Undo** to return your spreadsheet to the status before you executed the **Find & Select**.

This same exercise can be done for commas by entering a comma in the **Find what** and leaving the **Replace with** blank.

> **NOTE:** If your Excel spreadsheet cells are *formatted* to display commas, the commas should not cause errors. Errors occur only if the commas have been manually entered as part of the number in the cell(s).

Figure 5: Find & Select in Excel



4.1.2 Formulas

If uploading your Pension Relief data from an Excel spreadsheet has errors due to formulas in cells your data may fail to upload.

Copy and **Paste** can be used to copy values. Formulas will not be included unless you choose a **Paste** option other than **Keep Text Only**.

4.2 OPTION 1: Upload New Pension Relief Excel File

1. At the bottom of the *Report Summary Page*, select **Choose File**. (If using Firefox it shows **Browse** instead of **Choose File**.)
2. Once the upload window displays, locate and choose your completed *Pension Relief Excel File*.
3. Click **Open** on the upload window.
4. Click the **Upload File** button on the *Report Summary Page*.
5. The uploaded data either displays (**Success**) or an error message displays, and the upload fails (Figure 5). Refer to *Employer Upload Errors* in this guide for error messages and explanations.

Figure 6: Example of an Upload Error

The new template available from the Pension Secretaries Resources page of the INPRS website (*Pension Relief Worksheet Template (XLSX)*) includes the required fields including the **Payee Zip Code**. You may alter your previous year's submission by adding **Column M** and populating it with the **Payee Zip Code** for all entrants on the spreadsheet.

6. Refer to *Edit the Pension Relief Data* section for instructions to edit data.

> **NOTE:** Your Pension Relief Excel file must include the **Payee Zip Code** as shown in the *Pension Relief Worksheet Field Level Guide*. If it does not include the **Payee Zip Code** in the upload, you can edit the entries before Validating the file in ERM**.**

4.2.1 Related documents

- *Pension Relief Worksheet Template (XLSX)* is the blank Excel template for creating a file to be uploaded.
- *Pension Relief Worksheet Field Level Guide - Employer* is the guide for completing the template.

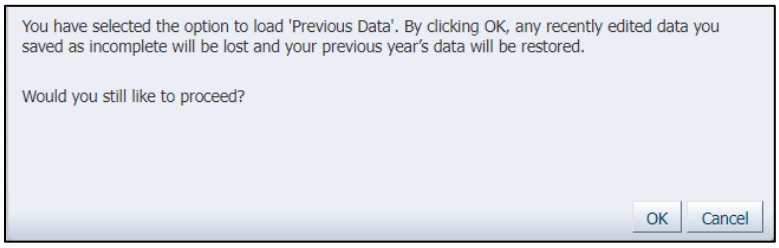
Figure 7: Options on the Report Summary Page

4.3 OPTION 2: Use Data Submitted in the Previous Year

> **NOTE:** Your submission must include the **Payee Zip Code** as shown in the *Pension Relief Worksheet Field Level Guide - Employer***.**

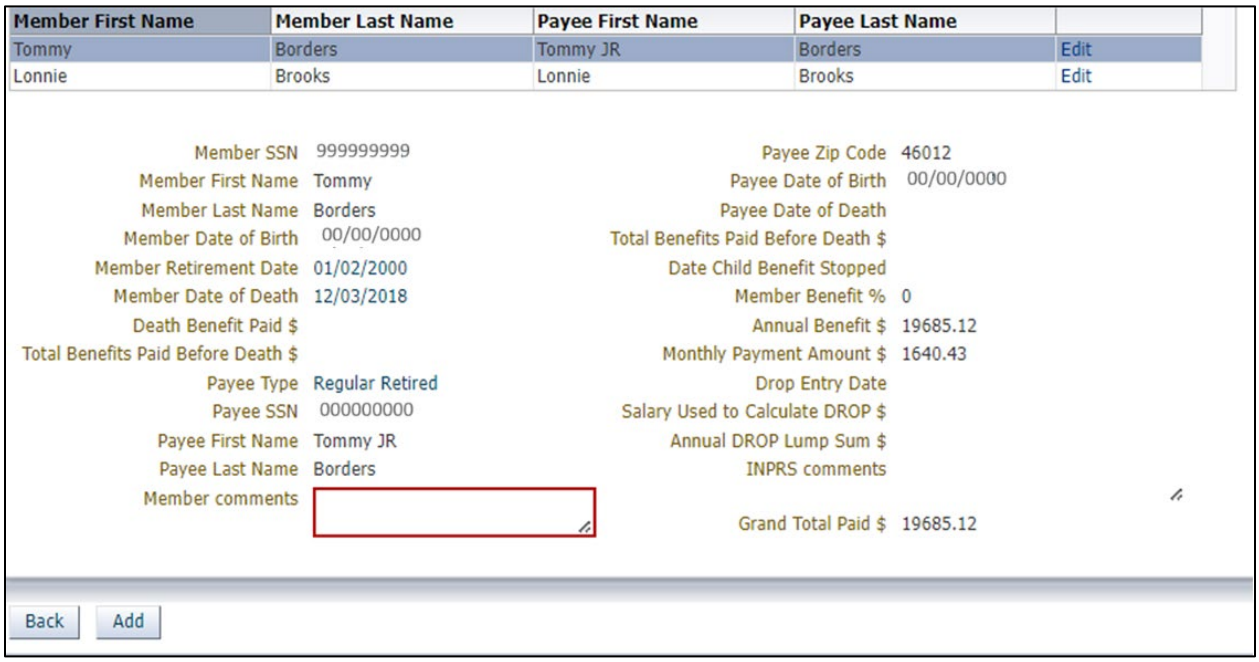
1. Click **Previous Data** (Figure 6).
2. The ERM system displays the data submitted to INPRS from your submission unit last reporting year. Prior to the previous data displaying, ERM gives you a warning message (Figure 7). The message in Figure 7 only displays if you already have an existing report for the current reporting year. If not, you do not see this message.

Figure 8: Warning Message about Previous Data



3. If you want to continue, click **OK**. Your previous data from the last reporting period displays.

Figure 9: Pension Relief Data Display, Member comments



Example: *Annual benefits, monthly payments, dates of death, survivor information, etc.*

4.4 OPTION ADDENDUM

With either OPTION 1 or OPTION 2, you can access your **Previous Data** and **Export to Excel** from ERM into an Excel spreadsheet. In the spreadsheet, you can update the information, save it, and **Upload File** into ERM to use as the current year's data submission using **OPTION 1**.

5 Edit the Pension Relief Data

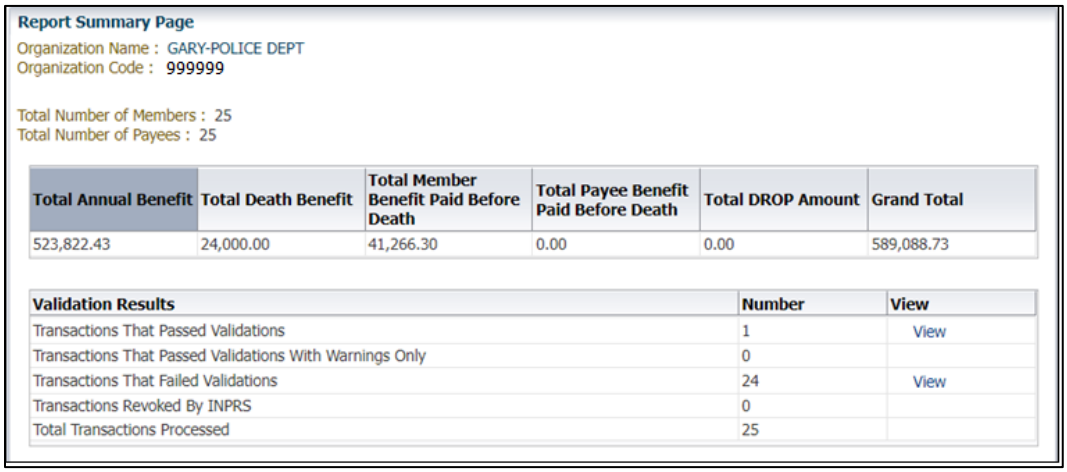
1. To move through each row, the **Next** and **Previous** buttons can be used.
2. Update information by clicking on the field and entering the new or revised information. The information is accepted until **Save & Validate** is clicked. At that point, ERM reviews the information and assigns errors.
3. Click the **Save & Validate** button. If all of the entries are valid, no **red** boxes display.

NOTE: If you receive errors on the new entries, or if your unit believes these members/survivors should not be included in the current report, contact INPRS at 1-888-846-2707 and ask to speak with an Employer Advocate or send an email to eppa@INPRS.in.gov.

6 Save & Validate

1. After reviewing and editing (if applicable) the Pension Relief data currently showing in ERM as your submission for this reporting year, click **Save & Validate**.
2. The *Validation Results* display at the top of the *Report Summary Page* (Figure 9).
3. By clicking **View**, the *Resolve Transactions* screen displays.
4. Use the **Edit** link to review and correct the errors.

Figure 10: Report Summary Page, Validation Results, View link



Report Summary Page

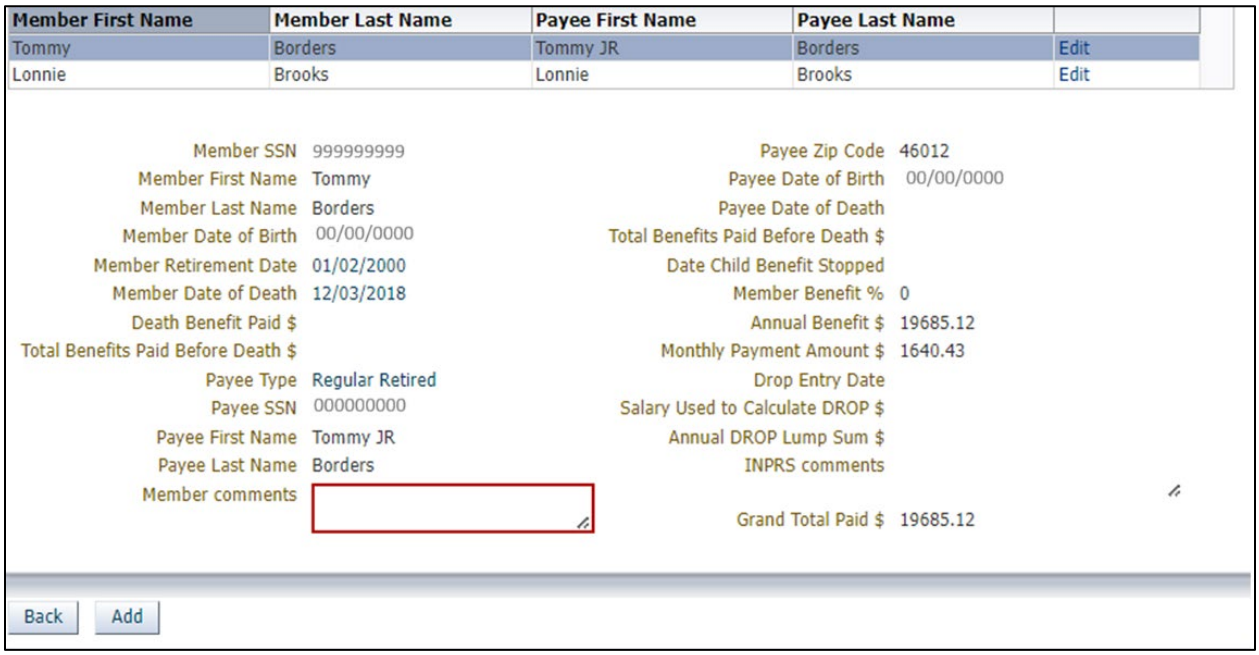
Organization Name : GARY-POLICE DEPT
Organization Code : 999999

Total Number of Members : 25
Total Number of Payees : 25

Total Annual Benefit	Total Death Benefit	Total Member Benefit Paid Before Death	Total Payee Benefit Paid Before Death	Total DROP Amount	Grand Total
523,822.43	24,000.00	41,266.30	0.00	0.00	589,088.73

Validation Results	Number	View
Transactions That Passed Validations	1	View
Transactions That Passed Validations With Warnings Only	0	
Transactions That Failed Validations	24	View
Transactions Revoked By INPRS	0	
Total Transactions Processed	25	

Figure 11: Resolve Transactions, Edit link, Member comments



Member First Name	Member Last Name	Payee First Name	Payee Last Name	
Tommy	Borders	Tommy JR	Borders	Edit
Lonnie	Brooks	Lonnie	Brooks	Edit

Member SSN	999999999	Payee Zip Code	46012
Member First Name	Tommy	Payee Date of Birth	00/00/0000
Member Last Name	Borders	Payee Date of Death	
Member Date of Birth	00/00/0000	Total Benefits Paid Before Death $	
Member Retirement Date	01/02/2000	Date Child Benefit Stopped	
Member Date of Death	12/03/2018	Member Benefit %	0
Death Benefit Paid $		Annual Benefit $	19685.12
Total Benefits Paid Before Death $		Monthly Payment Amount $	1640.43
Payee Type	Regular Retired	Drop Entry Date	
Payee SSN	000000000	Salary Used to Calculate DROP $	
Payee First Name	Tommy JR	Annual DROP Lump Sum $	
Payee Last Name	Borders	INPRS comments	
Member comments		Grand Total Paid $	19685.12

Back Add

5. Correct the Errors On Your Pension Relief Report
   a. On the *Transaction Details* screen, the errors that must be corrected are framed in **red**. Any data that may be questionable or result in a revocation from INPRS's Operations Quality Management review are framed in **orange**. (Figures 11 and 12)

b. Position your cursor in either the **red** or **orange** framed field and the *Error* description displays. (Figure 11) If there are multiple errors (**red**), all of the errors display in the *Error* pop-up or at the top of the screen under the *Transaction Details* screen title (Figure 12).

c. To clear some errors, **Member comments** are needed as shown at the bottom of Figure 12. In the *Appendix,* the validations requiring a comment will have a Note. If needed, a Member-Level comment box is available for every member. The purpose of the comment box is to provide a statement to INPRS that you agree that the data entered on the report is correct. This helps prevent INPRS from having questions about the data later in the year.

Figure 12: Transaction Details, Errors in Red, Error Description

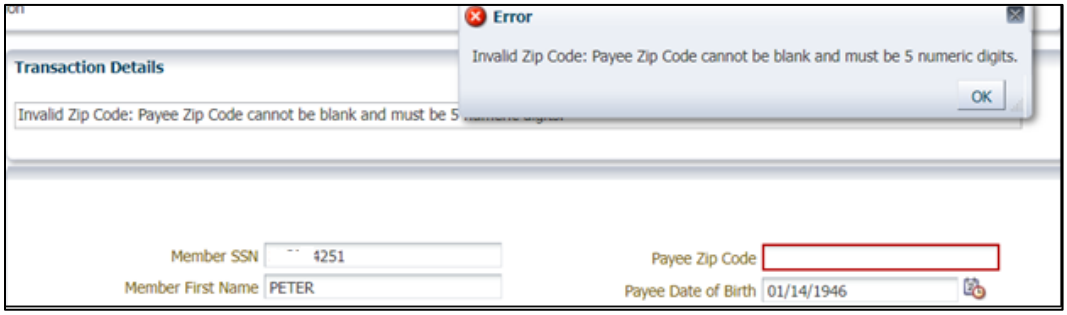
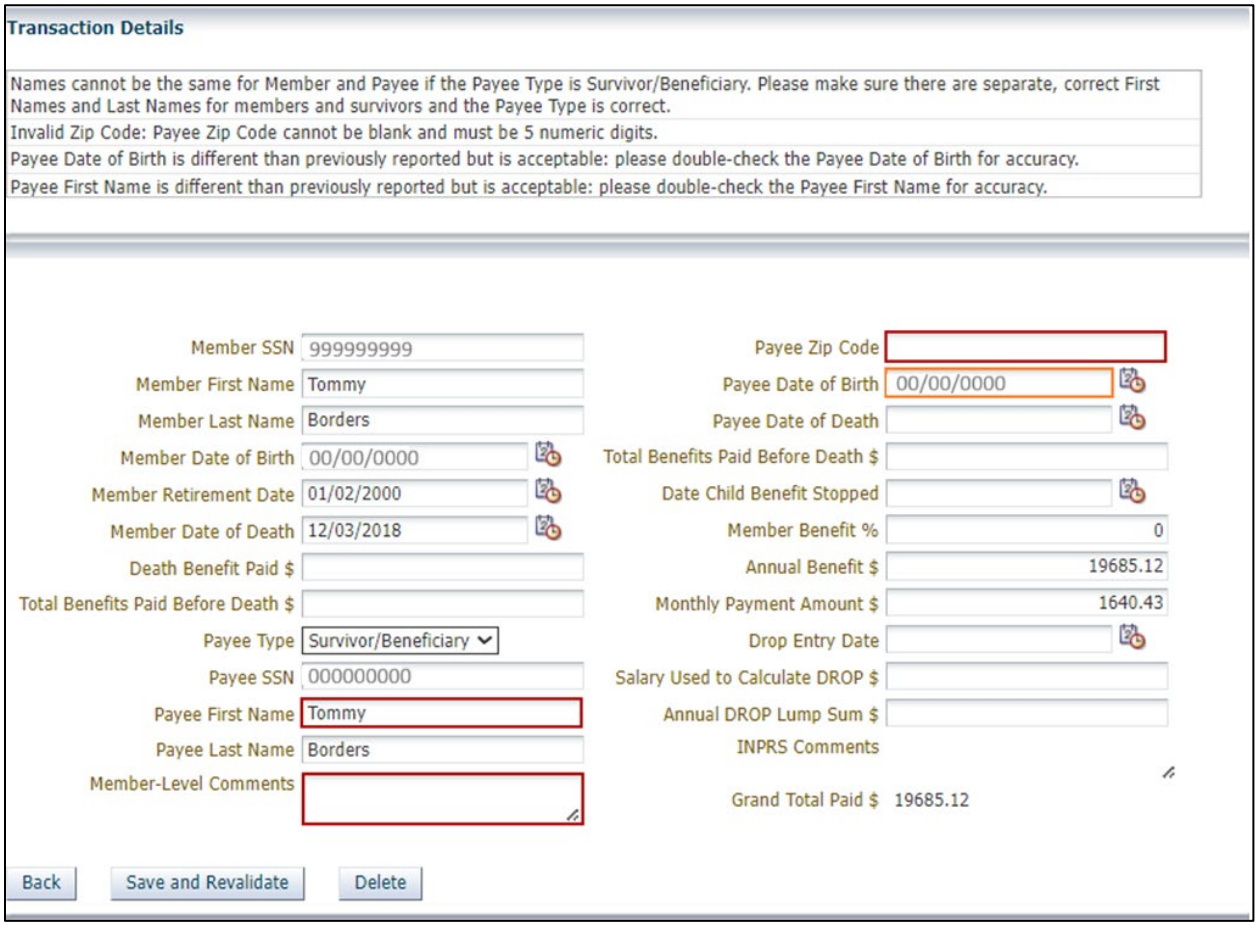


Figure 13: Transaction Details, Errors in Red and/or Orange



d. At any time, the **Back** button can be used to go to the previous screen.

e. Use the *Pension Relief Worksheet Field Level Guide - Employer*, available from the Pension Secretaries Resources page of the INPRS website, for information about correcting your errors. Also, refer to *Employer Data Validations* in this guide.

f. When you click on the **View** link to see one of the lists of records (**Transactions That Passed Validations**, **Transactions That Passed Validations With Warnings Only**, or **Transactions That Failed Validations**), after making changes to that data, the record no longer displays in that category. The record will no longer be in *that* list.

Example: You have 3 **Transactions That Failed Validations**. You click **View** and fix one of the failures by editing one of the records. You click **Save and Revalidate** on the fixed/edited record. If there are no Errors, then you return to the list of records on the *Resolve Transactions* page. The list no longer contains that edited record. The edited record is no longer in the list because it no longer has any Errors. The record has **not** been deleted, but it no longer displays in the list.

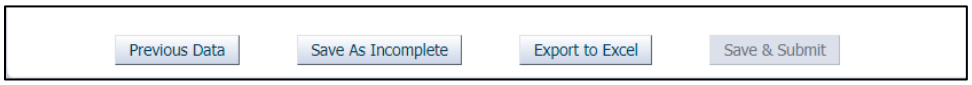
g. On the *Transaction Details* screen, the **Save and Revalidate** button can be used any time to confirm that your edits are successful.

Figure 14: Transaction Details, Save and Revalidate

7 Save As Incomplete

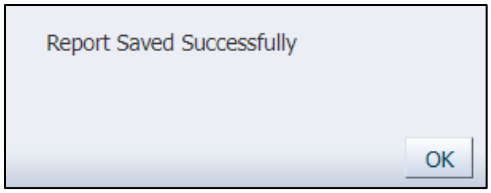
Any time before **Save & Submit** is used, you can use **Save As Incomplete**. This saves any changes you have made so the transactions are available for continuation in a future session.

Figure 15: Save As Incomplete



Confirmation of your successful save displays in a pop-up message (Figure 15).

Figure 16: Save As Incomplete, Report Saved Successfully



NOTE: You have the options of reverting to your **Previous Data** or **Export to Excel** because your data has not been submitted. Be aware that selecting **Previous Data** overwrites any edits you have made to date to your data. Using **Export to Excel** includes any edits you have made and any changes you make to the Excel data and **Upload File** again overwrites the Pension Relief data already in ERM.

To access your data in the next session, follow the steps in the *Navigate to the Pension Relief Upload page* section of this guide.

8 Save & Submit

1. When all errors have been corrected, check the **Number** column in the *Validation Results* table. Refer to *Figure 8: Validation Results* in this guide. The **Save & Submit** button is not enabled if there are any **Transactions That Failed Validations**.
2. In the *Missing Members / Missing Survivors* section, there is a list of retirees and/or survivors that were reported in the prior year without a date of death but are not listed on the current report you are in the process of submitting to INPRS. Review the list and then follow the on-screen instructions to correct, if applicable.
   - A data validation warning has been added to show the **Deceased Member Without Survivor Listed**. Follow the instructions to verify there is no survivor or provide survivor information.

Figure 17: Missing Members / Missing Survivors

Missing Members / Missing Survivors

The members and / or survivors listed below were reported last year with no dates of death, but are missing from your current report.

Please report these members / survivors on your current report regardless of which year they passed away.

You can accomplish this by clicking one of the View links above and then clicking the 'Add' button for each record you want to add.

Missing Members:

Member Name	Last 4 of SSN
GORE, JOHN	0827
HERMA, ROBERT	8459
MOSBY, DAVID	7879

Missing Survivors:

Survivor Name	Last 4 of SSN	Member Name
FLEMING, BARBARA	3545	FLEMING, JAMES JR
GARCIA, CONSUELO	3691	GARCIA, MANUAL JR
BROWN, CHARLOTTE	5547	BROWN, HAROLD

Save & Submit or **Save As Incomplete** are both options at this time. If you are finished, use **Save & Submit**. If you have more work to do, choose **Save As Incomplete**.

If you **Save & Submit**, the report is submitted to INPRS, and no additional edits can be made. The notice that **Your Pension Relief file has been successfully submitted** displays. (Figure 17) An email confirmation is also sent to you.

Figure 18: Your Pension Relief file has been successfully submitted

Your Pension Relief file has been successfully submitted.

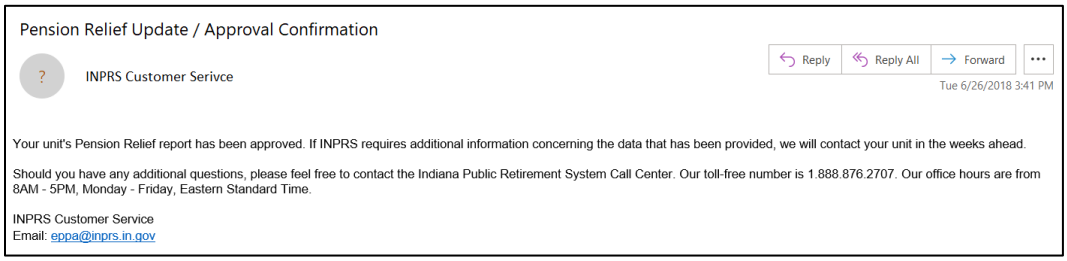
The Upload Pension Relief link will no longer be accessible. PERF will contact you once your file has been reviewed.

If you wish to export your records to Excel for future use, please do so now by selecting the ***Export to Excel*** button.

If you have any further questions, feel free to contact PERF at eppa@inprs.in.gov or 888-876-2707.

Export to Excel

Figure** 19: **Pension Relief Update / Approval Confirmation


Pension Relief Update / Approval Confirmation

INPRS Customer Serivce

Reply | Reply All | Forward

Tue 6/26/2018 3:41 PM

Your unit's Pension Relief report has been approved. If INPRS requires additional information concerning the data that has been provided, we will contact your unit in the weeks ahead.

Should you have any additional questions, please feel free to contact the Indiana Public Retirement System Call Center. Our toll-free number is 1.888.876.2707. Our office hours are from 8AM - 5PM, Monday - Friday, Eastern Standard Time.

INPRS Customer Service
Email: eppa@inprs.in.gov

NOTE: The report is not officially submitted until you have clicked **Save & Submit** on the *Validation Totals* page and have received the notice that **Your Pension Relief file has been successfully submitted**. If this process is done incorrectly and you have not previously performed **Saved As Incomplete**., you may lose all your data,

NOTE: For first time uploads, you need to make sure the **Transactions That Failed Validations** is zero (0); otherwise, the **Save & Submit** button is not active.

9 Employer Comments

This is used to address any issues you have or information you need to convey regarding the Revoked submission.

10 Revoked

The INPRS Operations Quality Management team reviews all Pension Relief data submissions. For any information that is questioned or is deemed incorrect, the entire submission is Revoked. The Pension Relief team (Employer Advocates) are notified and contact the submitter to advise the submitter to return to the Upload Pension Relief section of ERM and review the submission. Follow the instructions in the *Navigate to the Pension Relief Upload page* section of this guide to access the Pension Relief submitted data.

10.1 Instructions

In the same area where the Welcome message displayed, the Revoked message displays. On the *Report Summary Page*, click the ▷ next to **Instructions** to expand the screen to show the following information.

Figure 20: Validation Results, Instructions

Report Summary Page

Organization Name : BEDFORD-FIRE DEPT
Organization Code : 999999

Total Number of Members : 18
Total Number of Payees : 18

Total Annual Benefit	Total Death Benefit	Total Member Benefit Paid Before Death	Total Payee Benefit Paid Before Death	Total DROP Amount	Grand Total
491,033.52	12,000.00	18,636.38	0.00	0.00	491,033.52

Validation Results	Number	View
Transactions That Passed Validations	17	View
Transactions That Passed Validations With Warnings Only	0	
Transactions That Failed Validations	0	
Transactions Revoked By INPRS	1	View
Total Transactions Processed	18	

Instructions

This report has been revoked. Please review the INPRS Comments and use the "View" link above to see the list of revoked records.

Click the "View" link found on the row titled "Transactions Revoked by INPRS". Revoked records will remain in the "Transactions Revoked By INPRS" section until the report is re-submitted or the record is removed.

Click the "Edit" link next to the record you wish to edit.

Correct the necessary data and then click the "**Save and Revalidate**" button.

If the changes result in any failed validation / acceptance rule(s), these issues will need to be corrected before the report can be resubmitted.

Once all changes have been made, click the "**Back**" button to return to the Report Summary page.

Type your explanation for the issue(s) into the "Employer Comments" box and then click the "**Save and Submit**" button. This is where you should also address any issues that require written explanations instead of data corrections.

10.2 Revoked Notification

If your submission has been revoked, you receive a notice (Figure 19). It includes the instructions for accessing your submission, correcting, and resubmitting.

Records that have been revoked remain in this list regardless of whether that record has any Errors or Warnings. If editing a revoked record results in a failed validation (Error), this record remains on the Revoked list and the **Save & Submit** button is disabled.

> **NOTE:** For revoked reports, you need to make sure that none of the **Transactions Revoked By INPRS** have Errors.

Use the **Employer Comments** section to provide an explanation or answer a question posed to you by the INPRS staff. You can do this by reading the INPRS staff comments towards the bottom of the form page, clicking **Next**, replying in the **Employer Comments** box, and then clicking **Save & Submit**.

> **NOTE:** Be sure you receive the ***Your Pension Relief file has been successfully submitted*** notice (Figure 16) and the *Pension Relief Update / Approval Confirmation* email (Figure 17), or you have not successfully resubmitted.

Figure 21: Pension Relief Update / Revoked Report

Send

To: Submitter (Submission Unit)

Cc:

Subject: Pension Relief Update / Revoked Report

To Pension Relief Participant:

Your unit's Pension Relief information has been received; however, discrepancies have been found in the data.

The report has been revoked back to the 'Upload Pension Relief' area of your Pension Relief administrator's ERM account. INPRS is requesting them to either make corrections and/or provide valid explanation(s) for the discrepancies in the 'Employer Comments' box.

Please follow the guide below to resolve the issues and resubmit the revoked report:

1. Log in to ERM **Click Here**.
2. In the ERM menu, click the arrow next to 'PERF Links'.
3. Click the 'Upload Pension Relief' link.
4. Choose your submission unit and click the 'Display Link' button.

   *You should now see the Report Summary of your revoked Pension Relief report.
5. Scroll down and read the text in the 'INPRS Comments' box.
6. Make a determination of whether the discrepancies communicated in the 'INPRS Comments' box can be resolved by either typing an explanation or manually correcting the report data. You may need to do a combination of both, depending on the discrepancies.

   a. If the issues in the 'INPRS Comments' box can be solved by correcting the data, please:

      i. Click the 'View' link found on the row titled 'Transactions Revoked by INPRS'. Revoked records will remain in the "Transactions Revoked By INPRS" section until the report is re-submitted or the record is removed.

      ii. Click the 'Edit' link next to the record you wish to edit.

      iii. Correct the necessary data and then click the 'Save and Revalidate' button.

      *If the changes result in any failed validation / acceptance rule(s), these issues will need to be corrected before the report can be resubmitted.

      iv. Once all changes have been made, click the 'Back' button to return to the Report Summary.

      v. Type your explanation for the issue(s) into the 'Employer Comments' box and then click 'Save and Submit'. This is where you should also address any issues that require written explanations instead of data corrections.

   b. If the issues in the 'INPRS Comments' box can be resolved only by a written explanation, please:

      i. Type your explanation for the issue(s) into the 'Employer Comments' box and then click the 'Save and Submit' button.

      *An example of when a written explanation would be sufficient would be if INPRS is questioning a monthly payment that has increased more than 5% since the prior year.
      If the retirees received a base salary or COLA raise, then state that in your comment, etc.

Should you have any additional questions, please feel free to contact the Indiana Public Retirement System Call Center. Our toll-free number is 1.888.876.2707. Our office hours are from 8AM - 5PM, Monday - Friday, Eastern Standard Time.

INPRS Customer Service
Email: eppa@inprs.in.gov

11 Appendix: Employer Data Validations and Upload Errors

This is a list of the possible data validation errors and warnings that display on the *Transaction Details* section of the *Report Summary Page* (Figure 9).

Table 1: Employer Data Validations

Employer Data Validations		
Field	**Condition(s)**	**Result(s)**
Member SSN	• blank • like 000* • like 666* • like 772-999* • all same digits	ERROR: "Invalid Member Social Security Number: Member Social Security Number cannot start with 000, 666, 772-799, 800-899, 900-999, or have all like digits (ex: 111-11-1111)."
Member SSN	more than 1 instance of member / payee	ERROR: "Invalid Social Security Number: Duplicate Payment Submission for Member and Payee."
Member First Name	blank	ERROR: "Invalid First Name: Member First Name cannot be blank."
Member First Name	different than any of last 3 years' values	WARNING: "Member First Name is different than previously reported but is acceptable: please double-check the Member First Name for accuracy."
Member Last Name	blank	ERROR: "Invalid Last Name: Member Last Name cannot be blank."
Member Last Name	different than any of last 3 years' values	WARNING: "Member Last Name is different than previously reported but is acceptable: please double-check the Member Last Name for accuracy."
Member DOB	• blank • < 1/1/1875 • invalid date • future date	ERROR: "Invalid Member Date of Birth: Member date of birth is a mandatory field. Date of Birth cannot be earlier than 01/01/1875 and cannot be a future date."
Member DOB	different than any of last 3 years' values	WARNING: "Member Date of Birth is different than previously reported but is acceptable: please double-check the Member Date of Birth for accuracy." ***Member comments*** are required if the information reported is correct.
Member Ret Dt	• blank • < 1/1/1900 • invalid date • future date	ERROR: "Invalid Retirement Date: Date of Retirement is required, cannot be earlier than 01/01/1900, and cannot be a future date."
Member DOD	• < 1/1/1900 • invalid date • future date • blank when Member Death Benefit Paid or Member Total Benefits Paid Before Death > $0 Blank when Payee Type is Survivor / Beneficiary	ERROR: "Invalid Date of Death: Member Date of Death is required, cannot be earlier than 01/01/1900, and cannot be a future date."

Employer Data Validations		
Field	**Condition(s)**	**Result(s)**
Member DOD	different than any of last 3 years' values	WARNING: "Member Date of Death is different than previously reported but is acceptable: please double-check the Member Date of Death for accuracy." ***Member comments*** are required if the information reported is correct.
Member DOD	before 12/1 of the Report Year, and no survivor is listed	WARNING: "This member is reported with a Date of Death, but there is no survivor currently listed. Please verify that there is no survivor or provide survivor information if there is." ***Member comments*** are required if the information reported is correct.
Member Death Benefit Paid	• > $9,000 & DOD < 7/1/2008 • > $12,000 & DOD > 7/1/2008	ERROR: "Invalid Death Benefit Amount Paid: If Date of Death is earlier than 07/01/2008, Death Benefit Paid cannot be greater than $9,000.00. If Date of Death is after 07/01/2008, Death Benefit Paid cannot be greater than $12,000.00. If member Date of Death is earlier than the year of PR data submission, Death Benefit Paid must be zero."
Member Death Benefit Paid	> $0 and previously reported	ERROR: "Invalid Death Benefit Amount Paid: A death benefit was previously reported for this member. This benefit can only be reported once for each deceased member. Please remove the amount from the 'Death Benefit' field."
Member Death Benefit Paid	> $0 and DOD 2 yrs in past	ERROR: "Invalid Death Benefit Amount Paid: The death benefit is being reported to INPRS two or more years after the member's Date of Death. Please contact INPRS for assistance in resolving this matter."
Member Total Benefits Paid Before Death	> $75,000 or blank & DOD in current year	ERROR: "Invalid Total Death Benefit Paid Before Death: If Member's Date of Death is the year of PR data submission, then Total Benefits Paid Before Death is mandatory and cannot be greater than $75,000.00. If the member's Date of Death is prior to the year of PR data submission, the Total Benefits Paid Before Death should be zero. If the deceased member has no beneficiary, then Annual Benefit should be left blank."
Payee Type	not one of: Regular Retired Disability Retired Survivor/Beneficiary	ERROR: "Payee Type Incorrect: Payee Type is mandatory."
Payee Type	• Payee Type = Regular Retired or Disability Retired AND • Member SSN = Payee SSN AND • Member First Name < > Payee First Name OR • Member Last Name < > Payee Last Name)	ERROR: "Names should be the same for Member and Payee if the SSNs are the same and the Payee Type is Regular or Disability Retired. Please review the record to confirm accuracy."

Employer Data Validations		
Field	**Condition(s)**	**Result(s)**
Payee Type	Payee Type = "Survivor/Beneficiary" AND Member First Name = Payee First Name AND Member Last Name = Payee Last Name	ERROR: "Names cannot be the same for Member and Payee if the Payee Type is Survivor/Beneficiary. Please make sure there are separate, correct First Names and Last Names for members and survivors and the Payee Type is correct."
Payee Type	• Survivor/Beneficiary when Mbr SSN = Payee SSN • NOT Survivor/Beneficiary when Mbr SSN <> Payee SSN • Member DOB = Payee DOB	ERROR: "DOBs cannot be the same for Member and Payee if the Payee Type is Survivor/Beneficiary. Please make sure there are separate, correct DOBs for members and survivors and the Payee Type is correct."
Payee SSN	• blank • like 000* • like 666* • like 900-999* • all same digits	ERROR: "Invalid Payee Social Security Number: Payee Social Security Number cannot start with 000, 666, 900-999, or have all like digits (ex: 111-11-1111)."
Payee First Name	blank	ERROR: "Invalid First Name: Payee First Name cannot be blank."
Payee First Name	different than any of last 3 years' values for same Payee SSN	WARNING: "Payee First Name is different than previously reported but is acceptable: please double-check the Payee First Name for accuracy."
Payee Last Name	blank	ERROR: "Invalid Last Name: Payee Last Name cannot be blank."
Payee Last Name	different than any of last 3 years' values for same Payee SSN	WARNING: "Payee Last Name is different than previously reported but is acceptable: please double-check the Payee Last Name for accuracy."
Payee Zip Code	• blank • not 5 numbers	ERROR: "Invalid Zip Code: Payee Zip Code cannot be blank and must be 5 numeric digits."
Payee DOB	• blank • invalid date • future date	ERROR: "Invalid Payee Date of Birth: Payee date of birth is a mandatory field."
Payee DOB	different than any of last 3 years' values for same Payee SSN	WARNING: "Payee Date of Birth is different than previously reported but is acceptable: please double-check the Payee Date of Birth for accuracy." ***Member comments*** are required if the information reported is correct.
Payee DOD	• < 1/1/1900 • invalid date • future date • same year as Payee DOB • blank when Payee Total Benefits Paid Before Death > $0	ERROR: "Invalid Date of Death: Payee Date of Death cannot be earlier than 01/01/1900 and cannot be a future date."

Employer Data Validations		
Field	**Condition(s)**	**Result(s)**
Expected Cost-of-Living Amount	• Converted Members only • Current year Grand Total Paid is more than expected • Last year's Grand Total Paid X COLA for 77 Fund e.g., $20,000 X 1.03 (3%), Tolerance: ± $5	WARNING: "Grand Total Paid cannot be more than the expected cost-of-living increase: please double check the amounts for accuracy." ***Member comments*** are required if the information reported is correct.
Payee Total Benefits Paid Before Death	blank & Payee DOD in current year	ERROR: "Invalid Total Benefits Paid Before Death - Payee: The payee's Total Benefits Paid Before Death is mandatory if the payee Date of Death is the same year as the year of the PR data submission. The payee's Total Benefits Paid Before Death field should only be blank if the payee SSN and the member SSN are the same. If a survivor passed away before receiving any payments in the year being reported, then a zero (0) must be entered for the payee's Total Benefits Paid Before Death instead of leaving the field blank."
Payee Total Benefits Paid Before Death	• < $0 • > $75,000	ERROR: "Invalid Amount: Total Benefits Paid Before Death cannot be negative and cannot be greater than $75,000.00."
Payee Total Benefits Paid Before Death	> $0 & Member SSN = Payee SSN	ERROR: "Invalid Total Benefits Paid Before Death: Total Benefits Paid Before Death is mandatory if the payee Date of Death is the same year as the year of PR data submission. If the payee SSN and member SSN are the same, Total Benefits Paid Before Death should be blank on the payee side."
Date Child Benefit Stopped	• < 1/1/1900 • invalid date • future date	ERROR: "Invalid Date Child Benefit Stopped: Date Child Benefit Stopped cannot be earlier than 01/01/1900 and cannot be a future date."
Payee % of Member Benefit Received	• < 0% • > 100%	ERROR: "Invalid Member Benefit %: Member Benefit % cannot be less than 1% or greater than 100%."
Payee Annual Benefit	• > $1,000,000 • > $0 & Payee DOD in current year	ERROR: "Invalid Amount: Total Benefits Paid Before Death (for the payee) is mandatory if the Payee Date of Death is the same year as the year of Pension Relief data submission. Additionally, if there is a Payee Date of Death entered, or a member Date of Death with no survivor, the Annual Benefit should be left blank. Annual Benefit cannot be negative and cannot be greater than $1,000,000.00."
Payee Annual Benefit	blank & Payee DOD is blank	ERROR: "Invalid Annual Benefit: The annual benefit field should only be left blank if the member is deceased and has no survivor or if a deceased member's survivor is now deceased. If a living survivor received no payments for the year in question, but they will receive payments in the future, then an amount of $0 must be entered in the annual benefit field."
Payee Monthly Payment Amount	> $0 & Date Child Benefit Stopped is populated	ERROR: "Date Child Benefit Stopped: When the 'Date child benefit stopped' is entered, the monthly payment field must be left blank."
Payee Monthly Payment Amount	• > $1,000,000 • < $0	ERROR: "Invalid Amount: Monthly Payment Amount cannot be negative and cannot be greater than $1,000,000.00."

Employer Data Validations		
Field	**Condition(s)**	**Result(s)**
Payee Monthly Payment Amount	blank & Payee DOD is not blank	ERROR: "Invalid Monthly Payment Amount: The Monthly Payment Amount field should only be left blank if the survivor is deceased or the member is deceased with no survivor."
DROP Entry Date	• invalid date • future date • < 1/1/2003	ERROR: "Invalid Drop Entry Date: DROP Entry date cannot be earlier than year 2003 or be a future date."
DROP Entry Date	blank when Salary Used to Calculate DROP or Annual DROP Lump Sum is not blank	ERROR: "Invalid DROP Data: All three DROP-related fields must have data entered if the member received a DROP payment during the year in question."
Salary Used to Calculate DROP	• < $0 • > $1,000,000 • invalid number	ERROR: "Invalid Amount: Salary used to calculate DROP cannot be negative and cannot be greater than $1,000,000.00."
Salary Used to Calculate DROP	blank when DROP Entry Date or Annual DROP Lump Sum is not blank	ERROR: "Invalid DROP Data: All three DROP-related fields must have data entered if the member received a DROP payment during the year in question."
Annual DROP Lump Sum	• < $0 • > $1,000,000 • invalid number	ERROR: "Invalid Amount: Annual DROP Lump Sum cannot be negative and cannot be greater than $1,000,000.00."
Annual DROP Lump Sum	blank when DROP Entry Date or Salary Used to Calculate DROP is not blank	ERROR: "Invalid DROP Data: All three DROP-related fields must have data entered if the member received a DROP payment during the year in question."
Grand Total Paid	• < $0 • > $10,000,000 • invalid number	ERROR: "Invalid Amount: Grand Total Paid cannot be negative and cannot be greater than $10,000,000.00."
Grand Total Paid	• = $0 • blank	ERROR: "Invalid Grand Total Paid: No payment data reported for this member."

This is a list of the possible upload errors and warnings that display on the *Transaction Details* section of the *Report Summary Page* (Figure 11).

Table 2: Employer Upload Errors

Employer Data Upload Errors		
Field(s)	**Condition**	**Result**
upload file	<> ".xls"	ERROR: "The file can only be an EXCEL file (.xls format.)"
upload file contents	# of records > 2500	ERROR: "Your submission file exceeds INPRS's size restrictions"
upload file contents	# of columns <> 23	ERROR: "Please upload the Pension Relief file using the new template OR use the Previous Data button to populate previous year's submission"
upload file contents	# of rows < 1	ERROR: "Invalid Type: The file you are trying to upload contains no data"
Member SSN	More than 9 chars	ERROR: "Unable to save report due to incorrect Member SSN data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."

Employer Data Upload Errors		
Field(s)	**Condition**	**Result**
Member First Name	More than 20 chars	ERROR: "Unable to save report due to incorrect Member First Name data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member Last Name	More than 30 chars	ERROR: "Unable to save report due to incorrect Member Last Name data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member DOB	Invalid date	ERROR: "Unable to save report due to incorrect Member Date of Birth data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member Ret Dt	Invalid date	ERROR: "Unable to save report due to incorrect Member Retirement Date data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member DOD	Invalid date	ERROR: "Unable to save report due to incorrect Member Date of Death data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member Death Benefit Paid	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Member Death Benefit Paid data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Member Total Benefits Paid Before Death	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Member Total Benefits Paid Before Death data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Type	NOT "Regular Retired" AND NOT "Disability Retired" AND NOT "Survivor/Beneficiary" AND More than 2 chars	ERROR: "Unable to save report due to incorrect Payee Type data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee SSN	More than 9 chars	ERROR: "Unable to save report due to incorrect Payee SSN data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee First Name	More than 20 chars	ERROR: "Unable to save report due to incorrect Payee First Name data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Last Name	More than 30 chars	ERROR: "Unable to save report due to incorrect Payee Last Name data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Zip Code	More than 5 chars	ERROR: "Unable to save report due to incorrect Payee Zip Code data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee DOB	Invalid date	ERROR: "Unable to save report due to incorrect Payee Date of Birth data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee DOD	Invalid date	ERROR: "Unable to save report due to incorrect Payee Date of Death data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Total Benefits Paid Before Death	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Payee Total Benefits Paid Before Death data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."

Employer Data Upload Errors		
Field(s)	**Condition**	**Result**
Date Child Benefit Stopped	Invalid date	ERROR: "Unable to save report due to incorrect Date Child Benefit Stopped data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee % of Member Benefit Received	• not a number • 100 or greater	ERROR: "Unable to save report due to incorrect Payee % of Member Benefit Received data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Annual Benefit	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Payee Annual Benefit data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Payee Monthly Payment Amount	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Payee Monthly Payment Amount data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
DROP Entry Date	Invalid date	ERROR: "Unable to save report due to incorrect DROP Entry Date data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Salary Used to Calculate DROP	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Salary Used to Calculate DROP data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."
Annual DROP Lump Sum	• not a number • 10,000,000 or greater	ERROR: "Unable to save report due to incorrect Annual DROP Lump Sum data in Row [x] for Member [Member Name]. Please correct this data in your input file and try again."

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