



Indiana Public Retirement System (INPRS) Employer Reporting and Maintenance (ERM) Wage and Contribution User Manual - Employer

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Introduction to Wage and Contribution for Employer Users

Employer Users may enter and maintain wage and contribution information in the Employer Reporting and Maintenance (ERM) application. Based their security roles, Employer Users can perform these wage and contribution functions:

- Upload Wage and Contribution, Adjustment and Settlement Adjustment files.
- Enter wage and contribution online.
- Complete an online wage and contribution adjustment.
- View and manage wage and contribution submission reports.
- Process wage and contribution submission reports for payment.
- Resolve wage and contribution errors in the Exception Queue.

This user manual introduces all the features and screens associated with wage and contribution management in the ERM application.

NOTE: Wage and contribution reports must be entered and paid in sequential order, according to payroll dates. A payroll date may be skipped if the Submission Unit does not have any transactions for that period.

NOTE: It is very important to keep the Exception Queue clear and resolve errors in a timely manner. If there are any transactions that have been in the Exception Queue for 30 days or more, wage and contribution reports for payment cannot be submitted until those errors are resolved.

Glossary of Important ERM Terms

See the [Glossary of Important ERM Terms](#) document for a complete list and definitions.

ERM Home Screen

On the left side of the ERM *Home* screen is the *Navigation Menu*, as shown in Figure 1. The selections in the *Navigation Menu* are:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports

Several of these selections have drop-down menus. The options available to Employer Users vary by security role. Any options that Employer Users cannot access appear grayed out in the *Navigation Menu*.

Figure 1: ERM Home Screen

Indiana Public Retirement System (INPRS) logo and text: WELCOME: Keisha Mumford, My Roles: ERM Administrator ERM Submission, Thursday, May 19, 2016, Logout

Navigation Menu:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports
- Contact Us

Search Submission Unit

Submission Unit ID:
Submission Unit Name:

Submission Units

Submission Unit Code	Submission Unit Title	Fund Name
0001006	SOUTH ADAMS SCHOOLS	TRF
0001007	North Adams Comm Schools	TRF
0002013	FORT WAYNE COMM SCHOOLS	TRF
0002016	EAST ALLEN CO SCHOOLS	TRF
0002017	NORTHWEST ALLEN CO SCHOOLS	TRF

Access the Home Dashboard

To access the Home Dashboard for a Submission Unit:

1. Select a Submission Unit from the grid on the ERM *Home* screen.

2. Click the **Next** button. The Home Dashboard for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard on the ERM Home Screen

Home Dashboard

Submission Unit: STATE OF INDIANA

Notifications

Sent To	Title	Author	Date Received	Message
View Sent To List	2016 Certified Salary Letter	SHORNER	12/7/2015	View
View Sent To List	INPRS to conduct employer audits again in 2016	SHORNER	1/14/2016	View
View Sent To List	INPRS to conduct employer audits again in 2016	SHORNER	1/14/2016	View
View Sent To List	2017 Employer Rate	SHORNER	12/18/2015	View
View Sent To List	INPRS to conduct employer audits again in 2016	SHORNER	1/14/2016	View

Exceptions Summary

Exception Type	Count	Oldest (In Days)
Wage and Contribution or Adjustment	73	26
Wage and Contribution Settlement Adjustment	0	N/A
Member Enrollment	127	27
Member Maintenance	0	N/A
MyChoice	637	355

Missing Member Report

Click here to generate Missing Member Report for the user [View Missing Member Report](#)

[Back](#)

The Home Dashboard displays the following for the selected Submission Unit:

- Notifications
- Exceptions Summary
- Payroll Calendar
- Missing Member Report

Access and View Wage and Contribution Options

To view all wage and contribution options, click the arrow to the left of *Wage and Contribution* in the *Navigation Menu* to open a drop-down menu, as shown in Figure 3. Actions associated with each option are described in Table 1.

Figure 3: Wage and Contribution Options Menu

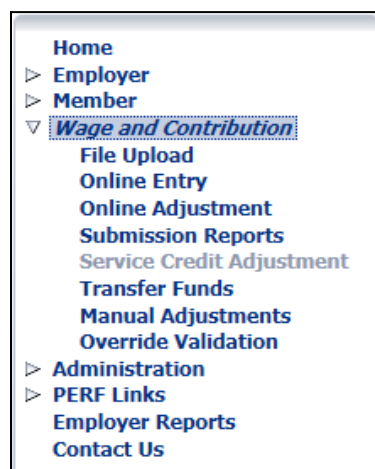


Table 1: Actions Available for Wage and Contribution Options Menu

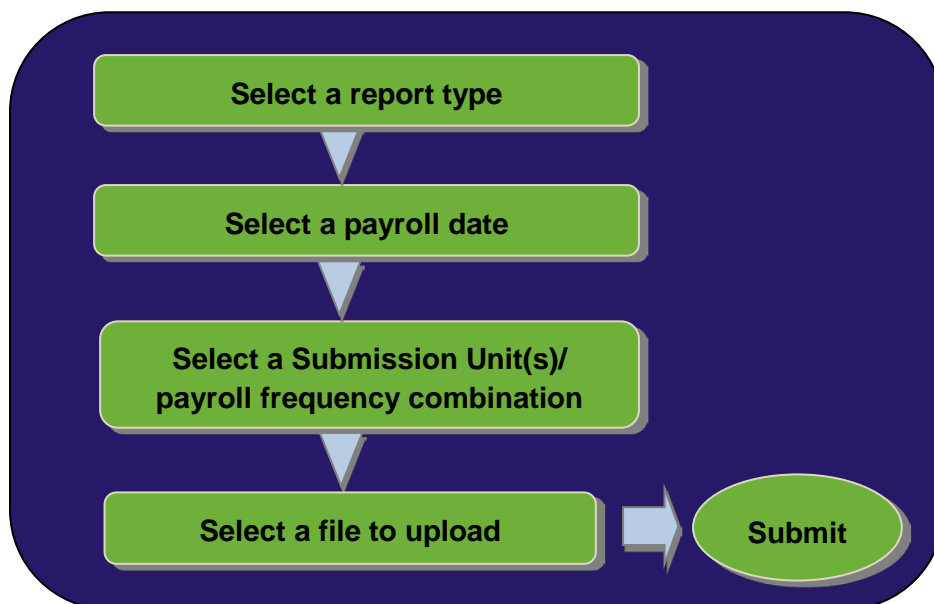
Menu Option	Action
File Upload	Upload Wage and Contribution, Adjustment, Missed Regular Wage and Contributions or Settlement Adjustment files to the ERM application.
Online Entry	Enter wage and contribution information directly into the ERM application.
Online Adjustment	Enter a wage and contribution settlement adjustment, an adjustment by member or an adjustment by report directly into the ERM application.
Submission Reports	View and manage wage and contribution submission reports and process those reports for payment.
Service Credit Adjustment	Enter, submit and approve service credit adjustments (INPRS Staff User-only).
Transfer Funds	Transfer a member's wage and contribution information from PERF to TRF or from TRF to PERF (INPRS Staff User-only).
Manual Adjustment	Enter, submit and approve adjustments to transactions that were submitted prior to January 1, 1991, for TRF and prior to January 1, 1987, for JU Fund, PERF and '77 Fund (INPRS Staff User-only).
Override Validation	Clears errors that should not have been presented during the wage and contribution reporting process for all funds. (INPRS Staff User-only)

Upload Wage and Contribution, Adjustment Missed Regular Wage and Contribution, and Settlement Adjustment Files

Employer Users can upload Wage and Contribution, Adjustment, Missed Regular Wage and Contribution and Settlement Adjustment files. To upload these files, complete the following steps, shown in Figure 4:

1. Select a report type.
2. Select a payroll date.
3. Select a Submission Unit(s)/payroll frequency combination.
4. Select a file to upload.
5. Submit the file.

Figure 4: Upload Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File Process Flow



Upload a Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File

To upload a Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment file:

1. Click the arrow to the left of *Wage and Contribution* in the *Navigation Menu*
2. Choose **File Upload** from the drop-down menu

Choose the **File Upload** option and the *Wage and Contribution > File Upload* screen displays as shown in Figure 5.

Figure 5: Wage and Contribution > File Upload Screen

The screenshot shows the 'Wage and Contribution > File Upload' screen. The header includes the INPRS logo, a welcome message for Lindsey Willard, the user's role (ERM Administrator ERM Submission), the current date (Wednesday, March 18, 2015), and a Logout link. The left navigation menu lists options like Home, Employer, Member, Wage and Contribution (selected), File Upload (selected), Online Entry, Online Adjustment, Submission Reports, Service Credit Adjustment, Transfer Funds, Manual Adjustments, Override Validation, Administration, PERF Links, Employer Reports, and Contact Us. The main content area is titled 'Wage & Contribution File Upload' and contains four sections: 'Select File Upload Type' with three radio buttons (the first is selected), 'Payroll Context' with a 'Payroll Date' field, 'Select Submission Unit(s)' with a table of units, and 'File Upload' with an 'Upload File' field and a 'Browse...' button. A 'Submit' button is at the bottom.

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1888000	Thur Good Marshall Leadership Academy	Semi-monthly - 1	PERF	Thur Good Marsha...
0097061	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	TRF	Edison Learning
0097061	Theodore Roosevelt College and Career Academy	Annually - 1	TRF	Edison Learning
1872000	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	PERF	Edison Learning
8023000	STATEWIDE 911 BOARD	Bi-weekly - 1	PERF	STATEWIDE 911 B...

The *Wage and Contribution > File Upload* screen contains four sections that allows uploading of the Wage and Contribution, Adjustment, or Missed Wage and Contribution or Settlement Adjustment file:

- Use the radio buttons in the *Select File Upload Type* section to identify the type of file to be uploaded.
 - The **Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution** radio button allows the Wage and Contribution or Adjustment file or Missed Wage and Contribution to be uploaded.
 - The **Settlement Adjustment File Upload** radio button allows the Settlement Adjustment file to be uploaded.
 - The **Missed Regular Wage and Contribution Only** radio button allows the Missed Regular Wage and Contribution file to be uploaded.
- Use the *Payroll Context* section to identify the payroll date for the Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment file.
- Use the *Select Submission Unit(s)* section to identify the Submission Unit(s)/payroll frequency combinations that are included in the file. Press the **CTRL** key to select more than one Submission Unit/payroll frequency combination from the grid.

Use the *File Upload* section to identify the location of the Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File and upload it to the ERM application.

NOTE: Certain adjustment transactions may be included on the same file as regular wage and contribution transactions if they are for the same payroll date.

A sample of the required file format can be found at http://www.in.gov/inprs/erm_file_templates.htm.

The file type is a pipe delimited (|) text file (.txt extension). The file layout includes the following fields:

- A header containing the following required fields:
 - Payroll Date
 - Row Count
- A body containing the following fields for each member (required fields are marked with an asterisk):
 - Submission Unit Number*
 - Submission Unit Fund*
 - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Pensionable Wages
 - Mandatory Post-tax Contributions
 - Mandatory Pre-tax Contributions
 - Employer Share
 - For My Choice Retirement Savings Plan (formerly ASA Only) participating employers, the employer share field includes:
 - Normal Cost
 - Supplemental Cost
 - Matching Contribution Percentage
 - For all other Funds, the employer share field includes only the employer contribution percentage.
 - FSP Wages (TRF only)

- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions**
- Last Day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions**
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

Upload a Wage and Contribution or Adjustment File

To upload a wage and contribution or adjustment file:

1. Click the **Wage & Contribution or Adjustment File Upload or Missing Wage and Contribution** radio button in the Select File Upload Type section of the *Wage & Contribution or Adjustment File Upload* screen, as shown in Figure 6.

Figure 6: Wage & Contribution File Upload Screen

Wage & Contribution File Upload

Select File Upload Type

☒ Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution

☐ Settlement Adjustment File Upload

☐ Missed Regular Wage and Contributions Only

Payroll Context

 Payroll Date

Select Submission Unit(s)

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1888000	Thur Good Marshall Leadership Academy	Semi-monthly - 1	PERF	Thur Good Marsha...
0097061	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	TRF	Edison Learning
0097061	Theodore Roosevelt College and Career Academy	Annually - 1	TRF	Edison Learning
1872000	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	PERF	Edison Learning
8023000	STATEWIDE 911 BOARD	Bi-weekly - 1	PERF	STATEWIDE 911 B...

File Upload

 Upload File

2. Enter the payroll date for the wage and contribution or adjustment in the **Payroll Date** field by typing the date or clicking on the calendar icon as shown in Figure 7. Available payroll dates display in bold font on the calendar. Only payroll dates that are applicable to the Submission Unit(s) the employer has access to are available for entry.

Figure 7: Access the Payroll Calendar

Payroll Context

 Payroll Date

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

NOTE: When a payroll date is selected, ERM filters the Submission Unit grid for all payroll frequencies that fall on that date. This allows a single file upload to contain payroll data for multiple payroll frequencies. For example, an employer may pay some employees weekly and others bi-weekly. On payroll dates where those two cycles fall on the same date, a single payroll file may be uploaded to ERM containing wage and contribution data for both. However, they may be submitted separately.

3. Choose the Submission Unit(s)/payroll frequency combinations that are included in the file from the list displayed in the grid in the *Select Submission Unit(s)* section of the screen as shown in Figure 8. To select multiple Submission Units, or multiple payroll frequencies of the same Submission Unit, press the **CTRL** key and make selection(s).

Figure 8: Select Multiple Frequencies for a Submission Unit

Payroll Context

Payroll Date 4/30/2012

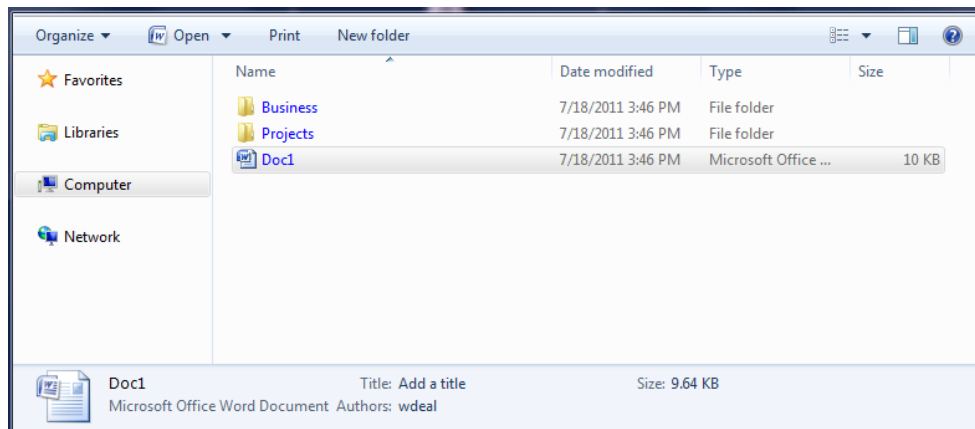
Select Submission Unit(s)

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1234567	New County-Library	Monthly - 1	PERF	New County
1234567	New County-Library	Weekly - 1	PERF	New County

NOTE: For multiple payroll frequencies that pay on the same payroll date, upload a file for each payroll frequency, or upload a single file containing multiple frequencies. Uploading a file containing multiple frequencies, each frequency included in the file must be selected from the grid. This can be done by holding down the CTRL key and clicking on each applicable frequency in the grid.

4. Click the **Browse** button next to the **Upload File** field in the File Upload section of the screen.
5. An explorer window opens, as shown in Figure 9. Browse for and select the wage and contribution or adjustment file to be uploaded. Click the file name to populate the **Upload File** field.

Figure 9: Explorer Window for Wage & Contribution Or Adjustment File Upload



NOTE: If adjustments are included with regular wage and contribution transactions, they must be paid on the same payroll date as the regular wage and contribution transactions. If they are being paid on an off-cycle payroll, they must be entered online using the *Online Adjustment* section of the ERM application.

6. Select the file to be uploaded, click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS.
7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Wage and Contribution or Adjustment file.

NOTE: If a payroll date is skipped, the notification screen displays, as shown in Figure 10. This notification asks the Employer User to do one of the following:

- Acknowledge that the Employer User intended to skip a payroll date because there is nothing to report for the payroll date
- Cancel the wage and contribution submission and submit wage and contribution transactions for the skipped payroll date if the Employer User did not intend to skip a payroll date.

Figure 10: Skipped Payroll Date Notification

The screenshot shows the 'Wages & Contribution File Upload' interface. A modal dialog box titled 'Wages & Contribution File Upload' is displayed, containing a warning message and a table of submission units.

Warning
The following selected Submission Unit(s) are missing report for a Payroll Context prior to the Payroll context you have indicated for this file upload

Submission Unit	Frequency Name	Payroll Date
New County-Library	Weekly - 1	5/7/2012
New County-Library	Weekly - 1	5/14/2012

If you intended to skip this pay period, please acknowledge this warning.
Note: A report will be created for each Submission Unit/Payroll context and assigned the status of "Skipped".

If you intend to submit a file for missing Payroll Context(s) please cancel and submit a different file.

Buttons: Cancel, Acknowledge

The background interface includes sections for 'Select File Upload Type' (Wage & Contribution Or Adjustment, Settlement Adjustment File Upload), 'Payroll Context' (Payroll Date: 5/21/2012), 'Select Submission Unit(s)' (Unit Id: 1234567, Unit Name: New County), 'File Upload' (Uploaded file: 2.TXT, Upload File, Upload button), and 'Submit' button.

- Once the file is submitted, the confirmation notification is received, as seen in Figure 11. This confirmation screen states that the file is beginning the validation process and the validation results can be viewed from the Submission Reports Status grid.

NOTE: If an uploaded file contains both regular wage and contribution and adjustment transactions, separate reports will be created for the wage and contribution transactions and adjustment transactions by Submission Unit.

Figure 11: Wages & Contribution File Upload Confirmation Notification

The screenshot shows the 'Wages & Contribution File Upload' confirmation notification screen. It features an information icon and a message about the validation process.

Information
Congratulations! Your file has passed the Structural Validation and has been submitted for Process Validation. Depending on the size of the file this may take several minutes. Once the Process Validations have completed and the Report(s) have been assigned a status of "Validated," you can view the results of Validation by navigating to the Submission Reports Status Grid.

Upload a Settlement Adjustment File

To upload a settlement adjustment file:

1. Click the **Settlement Adjustment File Upload** radio button, as shown in Figure 12.

NOTE: Submitting the file to the application does not mean it has been submitted for payment. To submit for payment any wage and contribution or adjustment reports entered via file upload, access the report through the Submission Reports section of the ERM application.

Figure 12: Settlement Adjustment File Upload Screen

Wage & Contribution File Upload

Select File Upload Type

☐ Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution

☒ Settlement Adjustment File Upload

☐ Missed Regular Wage and Contributions Only

Payroll Context

Payroll Date

Select Submission Unit(s)

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1888000	Thur Good Marshall Leadership Academy	Semi-monthly - 1	PERF	Thur Good Marsha...
0097061	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	TRF	Edison Learning
0097061	Theodore Roosevelt College and Career Academy	Annually - 1	TRF	Edison Learning
1872000	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	PERF	Edison Learning
8023000	STATEWIDE 911 BOARD	Bi-weekly - 1	PERF	STATEWIDE 911 B...

File Upload

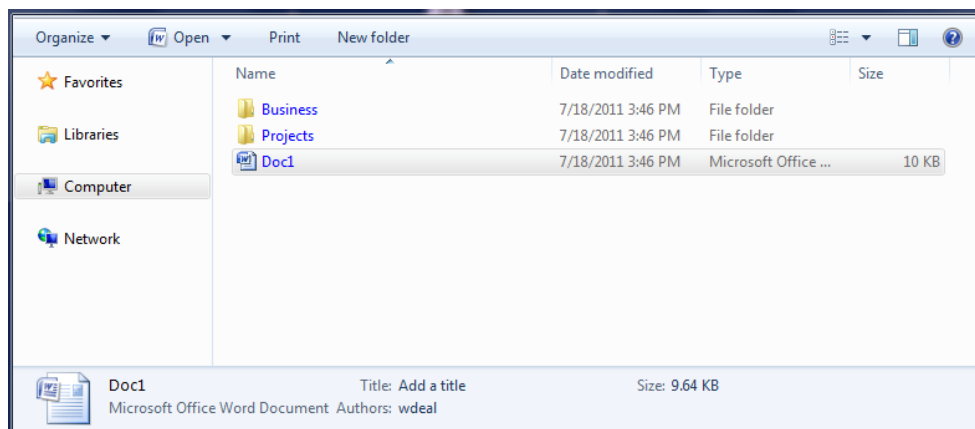
Upload File

2. Enter the payroll date the settlement adjustment is being paid in the **Payroll Date** field. Click the **Payroll Date** field, a pop-up bubble displaying the required date format for the field displays.
3. Choose the Submission Unit included in the file from the list displayed in the grid in the *Select Submission Unit(s)* section of the screen.

NOTE: Only the Submission Units that you have access to view appear in the grid.

4. Click the **Browse** button next to the **Upload File** field in the *File Upload* section of the screen.
5. An explorer window opens, as shown in Figure 13. Browse for and select the file to be uploaded. Click the file name to populate the **Upload File** field.

Figure 13: Explorer Window for Settlement Adjustment File Upload



NOTE: All transactions included in the settlement adjustment file must be tied to the same settlement (with the same settlement date). Multiple year settlements must be split by fiscal year (TRF only) for each member.

6. Selected the file to be uploaded and click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS, which can be found at http://www.in.gov/inprs/erm_file_templates.htm. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
 - A header containing the following required fields:
 - Payroll Date
 - Row Count
 - A body containing the following fields for each member (required fields are marked with an asterisk):
 - Submission Unit Number*
 - Submission Unit Fund*
 - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
 - Pensionable Wages
 - Mandatory Post-tax Contributions
 - Mandatory Pre-tax Contributions

- Employer Share
 - For My Choice Retirement Savings Plan (formerly ASA Only) participating employers, the employer share fields include:
 - Normal Cost
 - Supplemental Cost
 - Matching Contribution Percentage
 - For all other Funds, the employer share fields include only the employer contribution percentage.
- FSP Wages (TRF only)
- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions**
- Last day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions**
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same

employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Settlement Adjustment file.
8. Once the file is submitted, the confirmation notification shown in Figure 14 is received. This confirmation screen states that the file begins the validation process and can beview the validation results from the *Submission Reports Status Grid*.

Figure 14: Settlement Adjustment File Upload Confirmation Notification

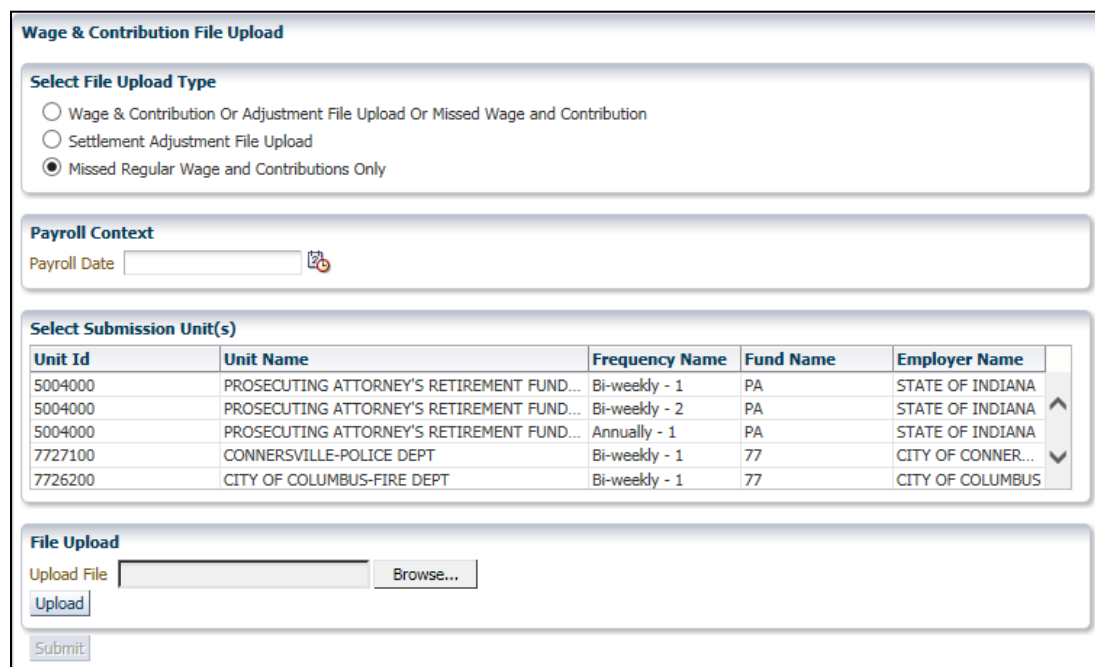


Upload a Missed Regular Wage and Contribution File

To upload a Missed Regular Wage and Contribution file:

1. Click the **Missed Regular Wage and Contributions Only** radio button, as shown in Figure 15.

Figure 15: Wage & Contribution File Upload Screen



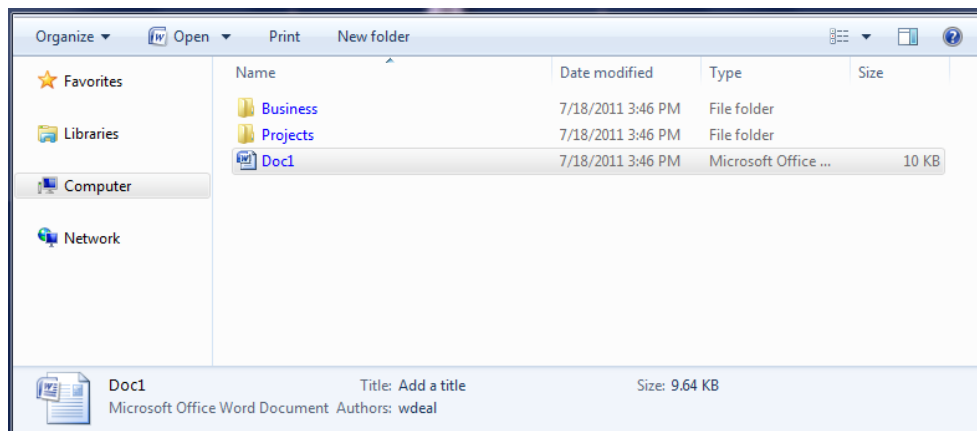
Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Bi-weekly - 1	PA	STATE OF INDIANA
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Bi-weekly - 2	PA	STATE OF INDIANA
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Annually - 1	PA	STATE OF INDIANA
7727100	CONNERSVILLE-POLICE DEPT	Bi-weekly - 1	77	CITY OF CONNER...
7726200	CITY OF COLUMBUS-FIRE DEPT	Bi-weekly - 1	77	CITY OF COLUMBUS

2. Enter the payroll date the missed wage and contribution file is being paid in the **Payroll Date** field by typing the date or clicking on the Calendar icon, as shown in Figure 8.

3. Choose the Submission Unit included in the file from the list displayed in the grid in the Select Submission Unit(s) section of the screen.
4. Click the **Browse** button next to the **Upload File** field in the File Upload section.
5. An explorer window opens, as shown in Figure 16. Browse for and select the file to be uploaded. Click the file name to populate the **Upload File** field.

NOTE: Only the Submission Units that the Employer User has access to view display in the grid.

Figure 16: Explorer Window for Missed Wage and Contribution Adjustment File Upload



6. Select the file to be uploaded then click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS, which can be found at http://www.in.gov/inprs/erm_file_templates.htm. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
 - A header containing these required fields:
 - Payroll Date
 - Row Count
 - A body containing these fields for each member (required fields are marked with an asterisk):
 - Submission Unit Number*
 - Submission Unit Fund*
 - Social Security Number (SSN) (Require at least two of the following: SSN, Pension ID or Last Name of Member)
 - Pension ID (Require at least two of the following: SSN, Pension ID or Last Name of Member)

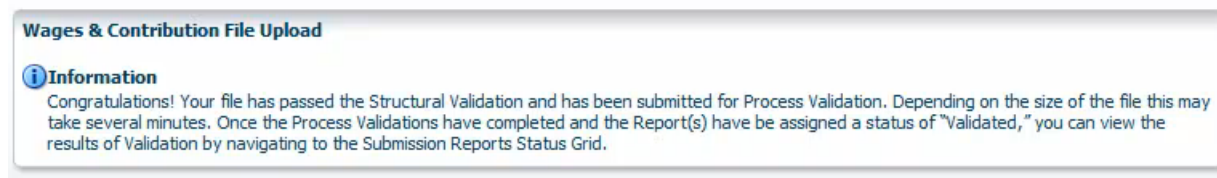
- Last Name of Member (Require at least two of the following: SSN, Pension ID or Last Name of Member)
- Pensionable Wages
- Mandatory Post-tax Contributions
- Mandatory Pre-tax Contributions
- Employer Share
 - For My Choice participating employers, the employer share field includes:
 - Normal Cost
 - Supplemental Cost
 - Matching Contribution Percentage
 - For all other Funds, the employer share field includes only the employer contribution percentage.
- FSP Wages (TRF only)
- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions**
- Last day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions**
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Wage and Contribution or Adjustment file to ERM.
8. Once the file is submitted, the notification screen shown in Figure 17 is received. This confirmation screen states that the file begins the validation process and the validation results can be viewed from the Submission Reports Status grid.

Figure 17: Missing Regular Wage and Contribution File Upload Confirmation Notification



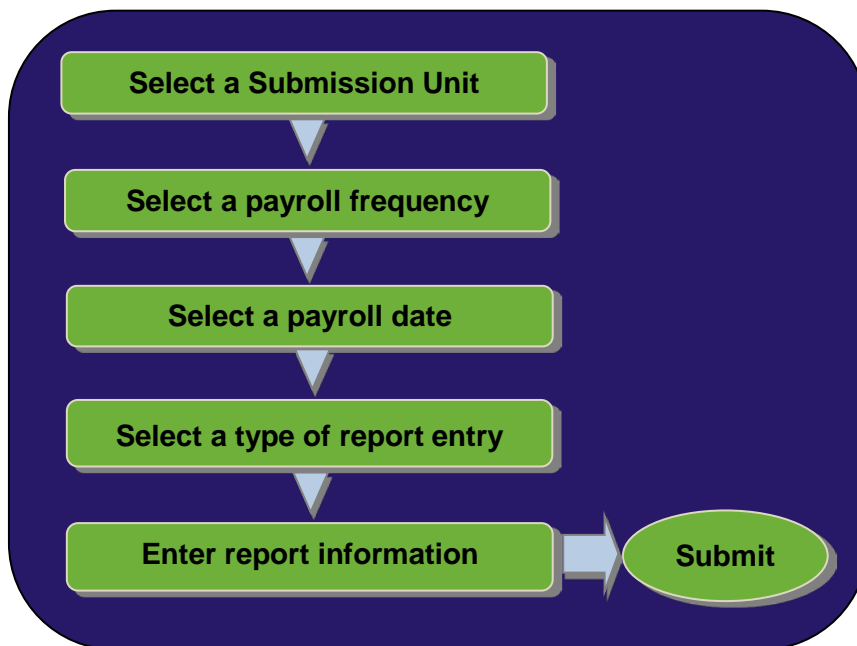
NOTE: Submitting the file to the application does not mean it has been submitted for payment. To submit any wage and contribution or adjustment report(s) entered via file upload for payment, access the report through ERM's Submission Reports section.

Enter Wage and Contribution Online

Employer Users can enter wage and contribution files directly into the ERM application by using the Online Entry section. To complete an online wage and contribution entry, complete these steps, shown in Figure 18:

1. Select a Submission Unit.
2. Select a payroll frequency.
3. Select a payroll date.
4. Select a type of report entry.
5. Enter report information.
6. Submit the report.

Figure 18: Enter Wage and Contribution Online Process Flow



Complete an Online Wage and Contribution Entry

To enter wage and contribution data online, choose *Online Entry* from the drop-down menu below *Wage and Contribution* in the *Navigation Menu*.

Select a Submission Unit

Choose the **Online Entry** option and the *Select Submission Unit* screen shown in Figure 19 displays. Use this screen to identify the Submission Unit for entering wage and contribution data.

Figure 19: Select Submission Unit Screen for Wage and Contribution Online Entry

Indiana Public Retirement System (INPRS)

Welcome: Keisha Mumford
My Roles: ERM Viewer ERM Retirement

Wage and Contribution > Online Entry Tuesday, March 15, 2017 **Logout**

Select Submission Unit

Submission Unit ID:
Submission Unit Name:

Unit ID	Unit Name	Unit Type	Employer Name	Status	Fund Name
1901000	Dugger Union Community School Corp	School Districts and E...	Dugger Union Commu...	Participating	PERF
7875100	Brownstown Police Department	Police	Brownstown Police De...	Participating	77
0097073	Enlace Academy	Charter School	Enlace Academy	Participating	TRF
1900000	LAKE COUNTY SOLID WASTE MANAGEM...	County	LAKE COUNTY SOLID...	Participating	PERF
1902000	Owen Township Warrick County	Township	Owen Township Warri...	Participating	PERF

Selected Submission Unit: Dugger Union Community School Corp

The *Select Submission Unit* screen contains two search fields that locate a Submission Unit by Submission Unit ID or Submission Unit name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

To select a Submission Unit from the scrollable grid:

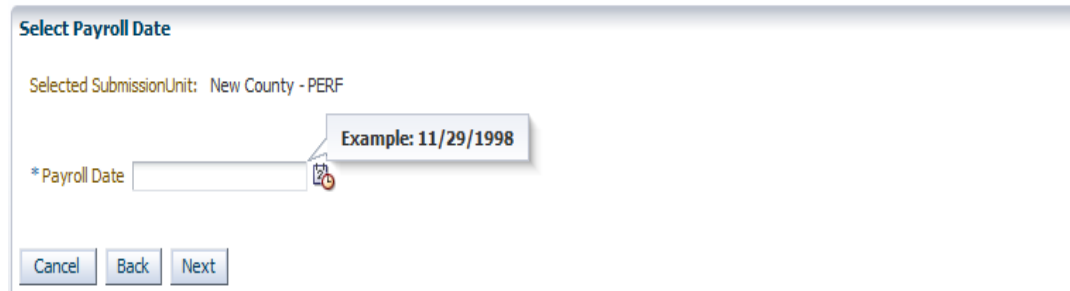
1. Scroll through the grid until the correct Submission Unit for wage and contribution information entry is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online entry.

NOTE: Only the Submission Unit(s) that the Employer User has access to view displays in the grid. If the Employer User has access to one Submission Unit, it displays in the grid and no search is needed.

Select a Payroll Frequency and a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 20.

Figure 20: Select Payroll Date Screen



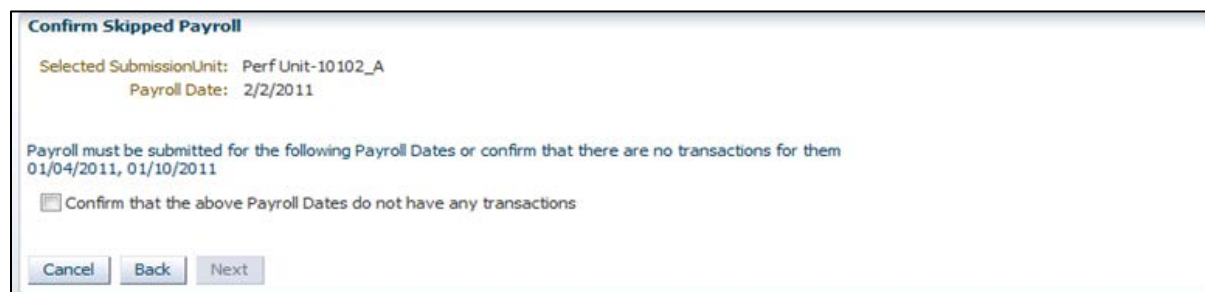
To select a payroll frequency and a payroll date:

1. Click the ▼ to the right of the **Payroll Frequency** field. Choose a payroll frequency from the drop-down menu.
2. Click the ▼ to the right of the **Payroll Date** field. Choose a payroll date from the drop-down menu.
3. Click the **Next** button.

NOTE: If a payroll date is skipped, the notification screen displays, as shown in Figure 21. This notification asks for one of the following:

- Acknowledge, by clicking the checkbox in the notification, that skipping a payroll date is intentional because there is nothing to report for the skipped payroll date.
- Click the **Cancel** button, and then submit wage and contribution transactions for the skipped payroll date because skipping a payroll date was not intended.

Figure 21: Confirm Skipped Payroll Notification

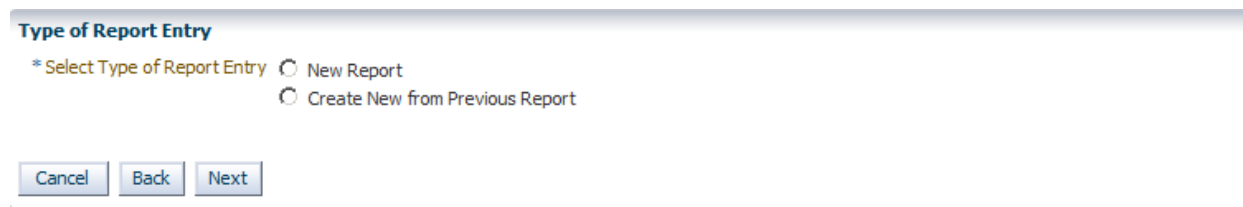


Select a Type of Report Entry

After clicking the **Next** button on the *Select Payroll Date* screen, displays one of the two *Type of Report Entry* screens.

If there are no previous online wage and contribution entry reports for the selected payroll date the screen shown in Figure 22 displays.

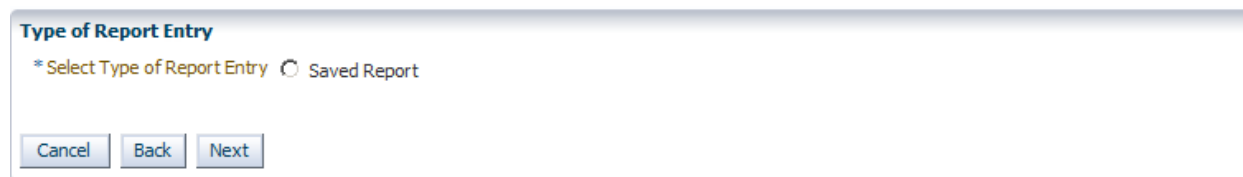
Figure 22: Type of Report Entry Screen: New or Previous Report



The screenshot shows a web form titled "Type of Report Entry". Below the title is a label "* Select Type of Report Entry" followed by two radio button options: "New Report" and "Create New from Previous Report". At the bottom of the form are three buttons: "Cancel", "Back", and "Next".

If there are previously saved wage and contribution online entry reports for the selected payroll date the screen shown in Figure 23 displays.

Figure 23: Type of Report Entry Screen: Saved Report



The screenshot shows a web form titled "Type of Report Entry". Below the title is a label "* Select Type of Report Entry" followed by a single radio button option: "Saved Report". At the bottom of the form are three buttons: "Cancel", "Back", and "Next".

The *Type of Report Entry* screens contain radio buttons for selecting a type from these online wage and contribution reports:

- **New Report** – Creates a new report with no information populated.
- **Create New from Previous Report** – Pulls all member ID information from the last report that was submitted for payment. Wage and contribution information must be updated for each member. Any terminated members must be removed from the report, and new members added, if applicable.
- **Saved Report** – If the report was saved instead of submitted for validations, the information previously entered on the report can be accessed.

To select a type of report entry:

1. Click the radio button to the left of the desired type of report entry.
2. Click the **Next** button.

Create a Wage and Contribution Online Entry Report

Select a radio button on the *Type of Report Entry* screen. The *Enter Report Information* screen displays as shown in Figure 24.

Figure 24: Enter Report Information Screen

Enter Report Information

Submission Unit: New County - PERF
Payroll Date: 04/15/2011

Add New Record Add Members Add All Members from Submission Unit

Action	Update Required	SSN	Last Name	Pension ID
No data to display.				

Cancel Save Report Validate

Use this screen to add new records, new members or all active members from a Submission Unit to an online entry report.

Add a New Record to an Online Entry Report

To add a new wage and contribution record to the online entry report:

1. Click the **Add New Record** button. This opens the **Add Wage & Contribution Transaction** pop-up box, as shown in Figure 25.

Figure 25: Add Wage & Contribution Transaction Pop-Up Box

Enter Report Information

Submission Unit: New County - PERF
Payroll Date: 09/30/2011

Add New Record Add Members Add All Members from Submission Unit

Action	Update Required	SSN	Last Name	Pension ID
Modify	Remove	Yes	111222222	En
Modify	Remove	Yes	222222333	Mo
Modify	Remove	Yes	111111222	Ar
Modify	Remove	Yes	333222111	Pa
Modify	Remove	Yes	111222333	Fl

Cancel Save Report Validate

Add Wage & Contribution Transaction

* Pension ID

* SSN

* Last Name

* Wages

Wages - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

Last Day in Covered Position

Last Day in Pay

* Period Start Date

* Period End Date

Last Check Date

Add Record Clear

The Add Wage & Contribution Transaction pop-up box contains the following fields:

- Pension ID*
- SSN*
- Last Name*
- Wages*
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
 - For My Choice participating employers, the employer share field includes:
 - Normal Cost
 - Supplemental Cost
 - Matching Contribution Percentage
 - For all other Funds, the employer share field includes only the employer contribution percentage.
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)*
- Last Day in Covered Position
- Last Day in Pay
- Period Start Date*
- Period End Date*
- Last Check Date (required if Last Day in Pay is entered)

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Complete all applicable fields in the pop-up box.
3. Click the **Add Record** button.
4. The new record displays in the grid on the *Enter Report Information* screen.

Add Members to an Online Entry Report

To add a member to the online entry report, click the **Add Members** button. This opens the *Add Members* pop-up box, as shown in Figure 26.

Figure 26: Add Members Pop-Up Box

Last Name

Last 4 SSN

Or

Full SSN

Or

Pension ID

Selected	First Name	Last Name	Social Security Number	Pension Id
<input type="checkbox"/>	John	Jackson	*****5555	000978395

Search for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information is to be entered. Search for a member account using the member's:

- Last name and the last four digits of the member's Social Security number (SSN), or

- Full SSN, or
- Pension ID

To search for a member using the member's last name and partial SSN:

1. Enter the member's last name into the **Last Name** field
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field
3. Click the **Search** button

To search for a member using the member's full SSN:

1. Enter the member's SSN, without the dashes, into the **Full SSN** field
2. Click the **Search** button

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field
2. Click the **Search** button

The member's first and last name, Social Security Number, and nine-digit Pension ID number appear in a grid below the search field.

To select a member:

1. Click the checkbox next to the member's record in the grid
2. Click the **Add Selected** button to add the member(s) to the report. The *Add Members* pop-up box closes and is redirected to the *Enter Report Information* screen to enter wage and contribution information for each member.

To add more members to the report, repeat this process, beginning with entering search criteria into the fields in the **Add Members** pop-up box.

NOTE: Only members with an active membership record display in the search results.

Add All Active Members to an Online Entry Report

To add all active members of a Submission Unit to an online entry report, click the **Add All Members from Submission Unit** button.

The grid populates with member identification information for every active member of the selected Submission Unit.

Complete the Online Entry Report

Once the required members to the online entry report have been added, the wage and contribution information for each member must be entered.

First, check the **Update Required** column of the grid, as shown in Figure 27. If the value of this column is **Yes** for any member, enter wage and contribution data for that member.

Figure 27: Enter Report Information Screen's Update Required Column

Action	Update Required	SSN	Last Name	Pension ID
Modify Remove	Yes	*****2222	Mally	000739979
Modify Remove	Yes	*****2222	Hill	000985871
Modify Remove	Yes	*****8888	Hammond	000985841
Modify Remove	Yes	*****5555	Jackson	000978395

Enter Report Data

To enter wage and contribution information for a member:

1. Click the **Modify** link in the **Action** column of the grid. This opens the **Modify Wage & Contribution Transaction** pop-up box, as shown in Figure 28. This pop-up box shows the selected member's Pension ID, SSN and last name, and contains the following additional fields:
 - Wages*
 - Wages - Mandatory Pre-Tax Contribution
 - Wages - Mandatory Post-Tax Contribution
 - Wages - Voluntary Pre-Tax Contribution**
 - Wages - Voluntary Post-Tax Contribution
 - Wages - Employer Contribution Share
 - For My Choice participating employers, the employer share field includes:
 - Normal Cost
 - Supplemental Cost
 - Matching Contribution Percentage
 - For all other Funds, the employer share field includes only the employer contribution percentage.
 - Severance Wages
 - Severance - Mandatory Pre-Tax Contribution

- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)*
- Last Day in Covered Position
- Last Day in Pay
- Period Start Date*
- Period End Date*
- Last Check Date (required if Last Day in Pay is entered)

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

Figure 28: Modify Wage & Contribution Transaction Pop-Up Box

Modify Wage & Contribution Transaction

Pension ID 000985871
SSN *****2222
Last Name Hill

* Wages

Wages - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

FSP Wages

FSP Contribution

HEP Contribution

Service Days

Last Day in Covered Position

Last Day in Pay

* Period Start Date

* Period End Date

Last Check Date

Save Cancel

2. Complete all applicable fields in the pop-up box. All required fields, marked with an asterisk (*), must be completed before the transaction can be added to the report.

NOTE: When entering a transaction with only severance information enter at least a zero into the Wages field.

Remove Members from an Online Entry Report

Occasionally, a member who does not belong on a certain report is added to the grid on the *Enter Report Information* screen. Remove this member from the online entry report.

To remove a member:

1. Click the **Remove** link in the **Action** column of the grid. The *Confirm Remove* pop-up box opens, as shown in Figure 29.

Figure 29: Confirm Remove Pop-Up Box

Payroll Date: 04/15/2011

Add New Record Add Members Add All Members from Submission Unit

Action	Update Required	SSN	Last Name	Pension ID
Modify Remove	Yes	*****2222	Hill	000985871
Modify Remove	Yes	*****2985	long	000985860
Modify Remove	Yes	*****5555	Jackson	000978395
Modify Remove	Yes	*****5555	Indiana	000985878
Modify Remove	Yes	*****2222	Mally	000739979
Modify Remove	Yes	*****8888	Hammond	000985841

Cancel Save Report Validate

Confirm Remove

Are you sure you want to remove ?

Ok Cancel

2. Click the **OK** button to remove the member from the report.

Validate an Online Entry Report

Once the wage and contribution information for all member records requiring updates has been entered, and removed any members who needed to be removed from the report, either save the report for later validation or submit the report to the ERM application for validation.

1. To save the report, click the **Save Report** button.
2. To validate the online entry report, click the **Validate** button on the *Enter Report Information* screen. A validation confirmation displays, as shown in Figure 30.

Figure 30: Validation Confirmation Notification

Confirmation Report Validating

The Online Wage And Contribution Entry Report has been submitted for validation. Please go to the Submission Reports status grid and select the validated report to process for payment or resolve transactions that have not passed validations.

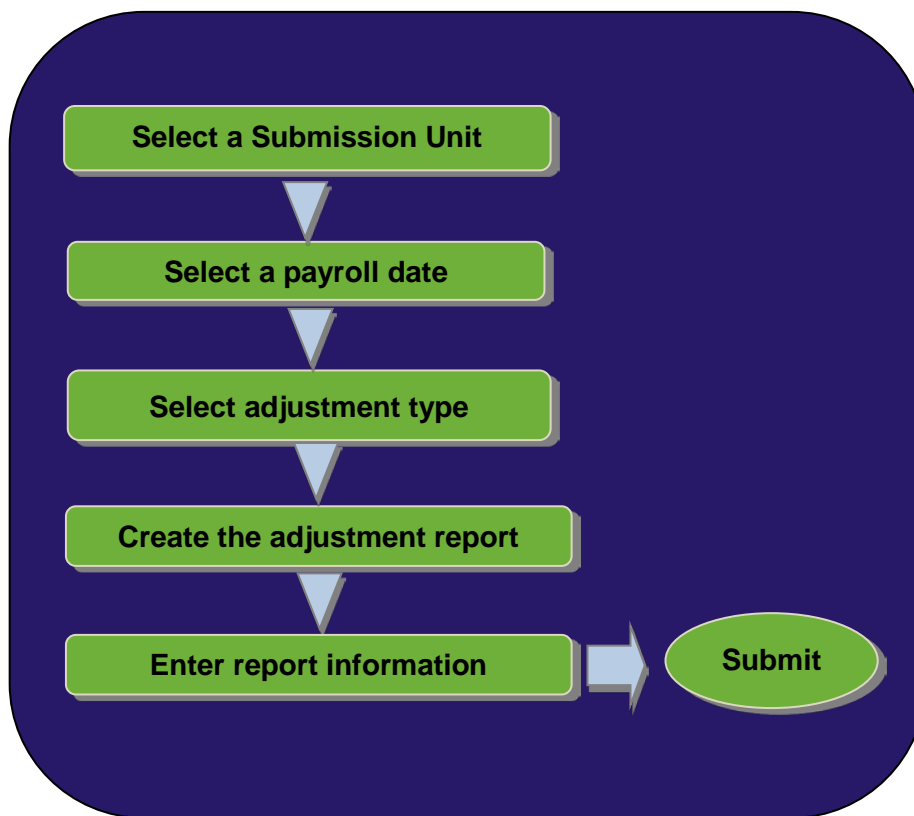
NOTE: Once the report is validated, you can view the validation results and submit the report for payment through the Submission Report section of ERM.

Complete an Online Wage and Contribution Adjustment

Employer Users can complete wage and contribution adjustments online by completing the following steps, as shown in Figure 31:

1. Select a Submission Unit.
2. Select a payroll date.
3. Select adjustment type.
4. Create the adjustment report.
5. Enter report information.
6. Submit the report.

Figure 31: Conduct Online Wage and Contribution Adjustment Process Flow



Complete a Wage and Contribution Adjustment

To adjust wage and contribution data online:

1. Click the arrow to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose *Online Adjustment* from the drop-down menu.

Regardless of the type of wage and contribution adjustment, the first steps are the same:

1. Select a Submission Unit.
2. Select a payroll date.

Select a Submission Unit

Choose **Online Adjustment**, the *Select Submission Unit* screen displays, as shown in Figure 32. Use this screen to identify the Submission Unit for the wage and contribution adjustment entry.

Figure 32: Select Submission Unit Screen for Wage and Contribution Online Adjustment

The screenshot displays the 'Select Submission Unit' screen within the INPRS system. The top header includes the INPRS logo, a welcome message for Keisha Mumford, the user's roles (ERM Viewer, ERM Retirement), the current page title 'Wage and Contribution > Online Adjustment', and the date 'Tuesday, March 15, 2016' with a 'Logout' link. The left sidebar contains navigation links: Home, Employer, Member, Wage and Contribution (with sub-links for File Upload, Online Entry, Online Adjustment, Submission Reports, Service Credit Adjustment, Transfer Funds, Manual Adjustments, and Override Validation), Administration, PERF Links, Employer Reports, and Contact Us. The main content area features two search fields: 'Submission Unit ID' and 'Submission Unit Name', followed by a 'Search' button. Below these is a table listing submission units. The table has columns for Unit ID, Unit Name, Unit Type, Employer Name, Status, Effective Date, and Fund Name. The first row is highlighted. Below the table, it shows 'Selected Submission Unit: Dugger Union Community School Corp' and buttons for 'Cancel', 'Back', and 'Next'.

Unit ID	Unit Name	Unit Type	Employer Name	Status	Effective Date	Fund Name
1901000	Dugger Union Community School Corp	School Districts and E...	Dugger Union Co...	Participating	1/1/2016	PERF
7875100	Brownstown Police Department	Police	Brownstown Police...	Participating	1/1/2016	77
0097073	Enlace Academy	Charter School	Enlace Academy	Participating	7/1/2015	TRF
1900000	LAKE COUNTY SOLID WASTE MANAGE...	County	LAKE COUNTY SO...	Participating	1/1/2016	PERF
1902000	Owen Township Warrick County	Township	Owen Township W...	Participating	1/1/2016	PERF

The *Select Submission Unit* screen contains two search fields to locate a Submission Unit by Submission Unit ID or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field
2. Click the **Search** button

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field
2. Click the **Search** button

All Submission Unit records that match the search criteria, and that the Employer User has permission to view, display in the scrollable grid found below the search fields.

NOTE: Only the Submission Unit(s) that the Employer User has access to view are displayed in the grid. If the Employer User has access to one Submission Unit, it displays in the grid. Search is not needed.

To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit for the wage and contribution adjustment entry is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online adjustment entry.

Enter a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 33.

Figure 33: Select Payroll Date Screen



To enter a payroll date:

1. Type the payroll date into the **Payroll Date** field. Click the **Payroll Date** field and the required format for the field displays in a pop-up bubble.
2. Click the **Next** button to continue with the online adjustment.

Additional process steps are required once a payroll date is selected, but they vary depending upon the adjustment type selected.

Select an Adjustment Type

Clicking the **Next** button on the *Select Payroll Date* screen opens the *Select Adjustment Type* screen, shown in Figure 34.

There are four types of wage and contribution online adjustments. They are:

- By Member - for adjustment to previously submitted information
- Missed Wage and Contributions

- By Report (for adjustment to transactions previously submitted on a wage and contribution report)
- Settlement (for an adjustment to wage and contribution information based on a legal decision)

Figure 34: Select Adjustment Type Screen

Select Adjustment Type

* Select Adjustment Type ☐ By Member - for adjustment to previously submitted information
☐ Missed Wage and Contributions
☐ By Report
☐ Settlement

Cancel Back Next

To select an adjustment type:

1. Click the radio button in front of the adjustment type.
2. Click the **Next** button.

Adjustment Type: By Member – For Adjustment to Previously Submitted Information

Select the **By Member - for adjustment to previously submitted information** radio button and the *Search Member* screen opens as shown in Figure 35.

Figure 35: Search Member Screen

Search Member

Last Name
 Last 4 SSN
 Or
 Full SSN
 Or
 Pension ID
 Search

First Name	Last Name	Social Security Number	Birth Date	Pension Id
James	Hammond	*****8888	1/8/1979	000985841

Selected Member: James Hammond

* From Payroll Date * To Payroll Date
 Cancel Back Create Adjustment Report

Search for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information to be adjusted. Search for a member account using the member's:

- Last name and the last four digits of the member's Social Security number (SSN), or
- Full SSN, or
- Pension ID

To search for a member by last name and last four digits of the member's SSN:

1. Enter the member's last name into the **Last Name** field.
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field.
3. Click the **Search** button.

To search for a member using the member's full nine-digit SSN:

1. Enter the member's SSN into the **Full SSN** field.
2. Click the **Search** button.

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field.
2. Click the **Search** button.

The member's first and last name, Social Security Number, and nine-digit Pension ID number displays in a grid below the search field.

To select a member, click the member's name in the grid so that the row is highlighted.

Locate the Transaction to Adjust and Create the Adjustment Report

Identify the member, enter the pay period date range for the transaction to be adjusted.

To enter the date range, as shown in Figure 35:

1. Enter the pay period start date into the **From Payroll Date** field.
2. Enter the pay period end date into the **To Payroll Date** field.
3. When all the required fields are complete, click the **Create Adjustment Report** button. The *Adjustment Report* screen displays, as shown in Figure 36.

Figure 36: Adjustment Report Screen

Adjustment Report Screen

Submission Unit: New County - PERF
 Payroll Date: 10/7/2011

SSN Visibility ☒ Mask ☐ Show

New Adjustment Transaction	Prior Adjustments	Report Id	Payroll Date	SSN	Last Name
Add		1001	02/11/2011	*****SSSS	Jackson

Report Id 1001 Payroll Date 02/11/2011

Wages 2000 Severance Wages

Wages - Mandatory Pre-Tax Contribution 160 Severance - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution 200 Severance - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution 180 Severance - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution 180 Severance - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share 180 Severance - Employer Contribution Share

FSP Wages
 FSP Contribution
 HEP Contribution
 Service Days 10
 Period Start Date 9/9/2011
 Period End Date 9/15/2011

Cancel Back Save Validate

The *Adjustment Report* screen displays a grid containing the following fields for the transactions that were submitted for the member during the specified pay period date range:

- New Adjustment Transaction
- Prior Adjustments
- Report ID
- Payroll Date
- Last four digits of SSN
- Last Name

Add Wage and Contribution Adjustment Information

Identify the transaction(s) to be adjusted. Next add wage and contribution details to the adjustment report. To add wage and contribution adjustment details:

1. Click the **Add** link in the **New Adjustment Transaction** column of the grid next to the transaction(s) to be adjusted. This opens the *Add Adjustment Transaction* pop-up box, as shown in Figure 37.

Figure 37: Add Adjustment Transaction Pop-Up Box

Add Adjustment Transaction

Pension ID 000797674
SSN *****3454
Last Name Smith

Wages

Wages - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

	Current Value	Adjustment Value	New Value
Wages	1000	0	1000
Wages - Mandatory F 15		0	15
Wages - Mandatory F 15		0	15
Wages - Voluntary Pr 0		0	0
Wages - Voluntary Pc 100		0	100
Wages - Employer Co 70		0	70
Severance Wages	0	0	0
Severance - Mandato 0		0	0
Severance - Mandato 0		0	0
Severance - Voluntar 0		0	0
Severance - Voluntar 0		0	0
Severance - Employe 0		0	0

The **Add Adjustment Transaction** pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share

- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Type information only into the fields that need to be adjusted. Upon exiting a field, the value entered is added to the current value in the grid at the bottom of the screen and displays the field's new value.

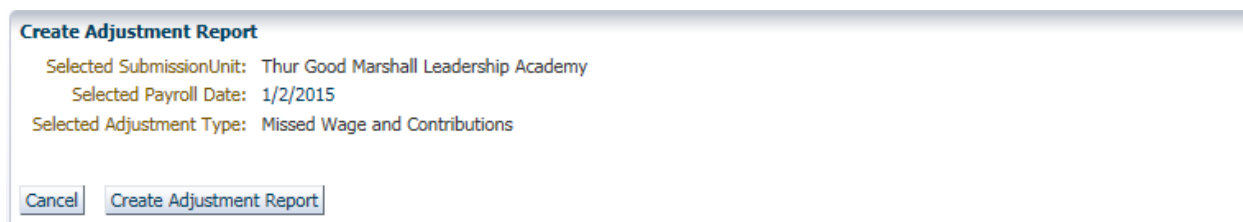
NOTE: To enter a negative adjustment use the negative sign (-) in front of the value.

3. When changes have been entered, click the **Add Adjustment** button.

Adjustment Type: Missed Wage and Contributions

Select the **By Missed Wage and Contributions** radio button, the *Create Adjustment Report* screen displays, as shown in Figure 38.

Figure 38: Create Adjustment Report Screen



Create Adjustment Report

Selected SubmissionUnit: Thur Good Marshall Leadership Academy

Selected Payroll Date: 1/2/2015

Selected Adjustment Type: Missed Wage and Contributions

Cancel Create Adjustment Report

If the selected Submission Unit, payroll date and adjustment type shown on the screen are correct, click the **Create Adjustment Report** button to continue with the adjustment report.

The *Enter Report Information* screen opens, as shown in Figure 39.

Figure 39: Enter Report Information Screen

Enter Report Information

Submission Unit: New County - PERF
Payroll Date: 09/02/2011

Add Members

Action	Update Required	SSN	Last Name	Pension ID
No data to display.				

Cancel Back Save Report Validate

Add Members to the Adjustment Report

Use the *Enter Report Information* screen to add a member to the adjustment report. To add a member:

1. Click the **Add Members** button. The *Add Member* pop-up box opens, as shown in Figure 40.

Figure 40: Add Member Pop-Up Box

Last Name

Last 4 SSN

Or

Full SSN

Or

Pension ID

Search

Add Selected Cancel

First Name	Last Name	Social Security Number	Pension Id
James	Hammond	*****	000

Selected Member: James Hammond

2. Search for the member to be added to the report using the member's:
 - Last name and the last four digits of the member's Social Security number (SSN), or
 - Full SSN, or
 - Pension ID
3. Enter search criteria into the search fields and click the **Search** button. The member's first and last name, last four digits of SSN and nine-digit Pension ID number appear in a grid below the search field.

4. To select a member, click the member's record in the grid. Click the **Add Selected** button to add the member to the adjustment report. The *Add Member* pop-up box closes and the *Enter Report Information* screen displays for entering enter wage and contribution adjustment information for the member.

Enter Wage and Contribution Adjustment Details

To add wage and contribution details to the adjustment report:

1. Click the **Modify** link next to the member's name in the grid. This opens the *Modify Wage and Contribution Transaction* pop-up box, as shown in Figure 41.

Figure 41: Modify Wage & Contribution Transaction Pop-up Box

Modify Wage & Contribution Transaction

Pension ID 000

SSN *****

Last Name Hammond

Wages

Wages - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

FSP Wages

FSP Contribution

HEP Contribution

Service Days

Save Cancel

The *Modify Wage and Contribution Transaction* pop-up box shows the selected member's Pension ID, partial SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**

- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Complete all applicable fields in the pop-up box and click the **Save** button.


Adjustment Type: By Report


Select the **By Report** radio button and the *Search Report* screen opens as shown in Figure 42.

Figure 42: Search Report Screen

Search Report

Report Number

From Payroll Date 

To Payroll Date 

Report Number	Payroll Date	Report Type	Status Date	Report Status
1005	08/22/2011	Regular Wage and Contribution	9/20/2011	Paid

Selected Report: Report #: 1005 Payroll Dt: 08/22/2011

The search fields on the screen can locate a report using:

- Report Number (this number is automatically generated by the application and can be found in the Submission Reports section of ERM)
- From Payroll Date
- To Payroll Date

Locate a Report to Adjust

To locate the report to be adjusted:

1. Enter data for the report into the fields and click the **Search** button. A list of reports that match the criteria entered into the search fields displays in the grid below the search fields.
2. Click the record for the report that is needed.
3. Click the **Create Adjustment Report** button. The *Adjustment Report* screen opens, as shown in Figure 43.

Figure 43: Adjustment Report Screen

Adjustment Report Screen

Submission Unit: New County - PERF

Payroll Date: 10/7/2011

SSN Visibility ☒ Mask ☐ Show

New Adjustment Transaction	Prior Adjustments	Report Id	Payroll Date	SSN	Last Name
Add		1001	02/11/2011	*****5555	Jackson

Report Id 1001

Wages 2000

Wages - Mandatory Pre-Tax Contribution 160

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution 200

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share 180

Payroll Date 02/11/2011

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

FSP Wages

FSP Contribution

HEP Contribution

Service Days 10

Period Start Date 9/9/2011

Period End Date 9/15/2011

Cancel Back Save Validate

Add Adjustment Transaction Details

Clicking the **Add** link in the **New Adjustment Transaction** column, next to the transaction to be adjusted, opens the *Add Adjustment Transaction* pop-up box, as shown in Figure 44. Use this screen to add the wage and contribution adjustment details to the report.

Figure 44: Add Adjustment Transaction Pop-Up Box

Add Adjustment Transaction

Pension ID 000:

SSN *****

Last Name Smith

Wages

Wages - Mandatory Pre-Tax Contribution

Wages - Mandatory Post-Tax Contribution

Wages - Voluntary Pre-Tax Contribution

Wages - Voluntary Post-Tax Contribution

Wages - Employer Contribution Share

Severance Wages

Severance - Mandatory Pre-Tax Contribution

Severance - Mandatory Post-Tax Contribution

Severance - Voluntary Pre-Tax Contribution

Severance - Voluntary Post-Tax Contribution

Severance - Employer Contribution Share

	Current Value	Adjustment Value	New Value
Wages	1000	0	1000
Wages - Mandatory F 15	0		15
Wages - Mandatory F 15	0		15
Wages - Voluntary Pr 0	0		0
Wages - Voluntary Pc 100	0		100
Wages - Employer Co 70	0		70
Severance Wages 0	0		0
Severance - Mandato 0	0		0
Severance - Mandato 0	0		0
Severance - Voluntar 0	0		0
Severance - Voluntar 0	0		0
Severance - Employer 0	0		0

The pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution

- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

To add wage and contribution adjustment details:

1. Type information only into the fields that need to be adjusted. Enter the information and exit the field. The value is added to the current value in the grid at the bottom of the screen to show the new value.

NOTE: To enter a negative adjustment use the negative sign (-) in front of the value.

2. When the changes are complete, click the **Add Adjustment** button.

Clicking the **Add Adjustment** button returns to the *Adjustment Report* screen. A new section, the *New Adjustment Transactions* section, displays on this screen, as shown in Figure 45. This section contains the details for the adjustments added to the report.

Figure 45: New Adjustment Transaction Section on the Adjustment Report Screen

Adjustment Report Screen
 Submission Unit: Lake County Library
 Payroll Date: 6/15/2011

New Adjustment Transaction	Prior Adjustments	Transaction Id	Report Id	Payroll Date	SSN	Last Name
Add Remove		1000	1000	06/15/2011	*****5565	Villa
Add Remove		1001	1000	06/15/2011	*****5566	Poppins
Add Remove		1002	1000	06/15/2011	*****5567	Square

Report Id 1000 Payroll Date 06/15/2011 Period Start Date 2/1/2011
 Wages 200 Severance Wages 240 Period End Date 2/10/2011
 Wages - Mandatory Pre-Tax Contribution 12.15 Severance - Mandatory Pre-Tax Contribution 26
 Wages - Mandatory Post-Tax Contribution 11.11 Severance - Mandatory Post-Tax Contribution 25
 Wages - Voluntary Pre-Tax Contribution 20 Severance - Voluntary Pre-Tax Contribution 29.2
 Wages - Voluntary Post-Tax Contribution 19 Severance - Voluntary Post-Tax Contribution 28
 Wages - Employer Contribution Share 13.25 Severance - Employer Contribution Share 27

New Adjustment Transactions

Transaction Id	SSN	Pension ID	Last Name
1004	*****5566	66555555	Poppins

Wages 100 Severance - Mandatory Pre-Tax Contribution 10
 Wages - Mandatory Pre-Tax Contribution 123 Severance - Mandatory Post-Tax Contribution 10
 Wages - Mandatory Post-Tax Contribution 123 Severance - Voluntary Pre-Tax Contribution
 Wages - Voluntary Pre-Tax Contribution 12 Severance - Voluntary Post-Tax Contribution
 Wages - Voluntary Post-Tax Contribution 12 Severance - Employer Contribution Share
 Wages - Employer Contribution Share
 Severance Wages

Cancel Back Save Validate

Adjustment Type: Settlement

Select the **Settlement** radio button and the *Create Adjustment Report* screen displays as shown in Figure 46.

Figure 46: Create Adjustment Report Screen

Create Adjustment Report
 Selected SubmissionUnit: New County-Judges
 Selected Payroll Date: 7/8/2011
 Selected Adjustment Type: Settlement

Cancel Back Create Adjustment Report

To create the adjustment report, click the **Create Adjustment Report** button. This opens the *Enter Report Information* screen as shown in Figure 47.

Figure 47: Enter Report Information Screen

Enter Report Information

Submission Unit: New County - PERF
Payroll Date: 3/4/2016

Action	Update Required	SSN	Last Name	Status	Hire Date
No data to display.					

Add Members to the Adjustment Report

Use the *Enter Report Information* screen to add members to the adjustment report. To add a member:

1. Click the **Add Members** button. The **Add Member** pop-up box opens.
2. Search for the member(s) to add to the report by using the member's:
 - Last name and the last four digits of the member's Social Security number (SSN), or
 - Full SSN, or
 - Pension ID
3. Click the **Search** button. The member's first and last name, last four digits of Social Security number, and nine-digit Pension ID number appear in a grid below the search field.
4. To select the member(s), click the checkbox next to the member's record in the grid. Click the **Add Selected** button to add the member(s) to the adjustment report. The *Add Member* pop-up box closes and the *Enter Report Information* screen displays. Enter wage and contribution information to the adjustment report.
5. All active members can be added to the report. Click the **Add All Members from Submission Unit** button and all members are added.

Enter Settlement Adjustment Details

To add wage and contribution details to the adjustment report:

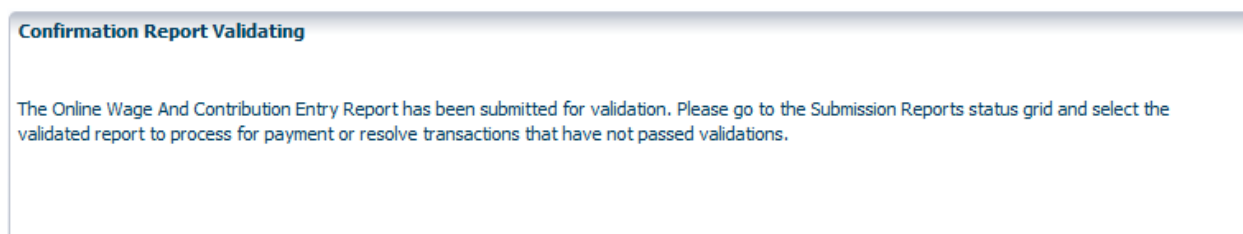
1. Click the **Modify** link next to the member's name in the grid. This opens the *Modify Wage & Contribution Transaction* pop-up box.
2. Complete all applicable fields in the pop-up box and click the **Save** button. All required fields, marked with an asterisk (*) must be completed before saving.

Cancel, Save, or Validate the Wage and Contribution Adjustment

After all the wage and contribution adjustment information for all the members included in the adjustment report have been added, either cancel the report, save it for processing later, or submit the report to the ERM application for validation by completing the following:

1. Click the **Cancel** button to return to the *Main Menu*. Confirm this action. Notification that the online adjustment is cancelled displays. The adjustment report is not saved.
2. Click the **Back** button to return to the previous screen.
3. Click the **Save** button to save the report to ERM and submit it for processing at a later date.
4. Validate the data in the report by clicking the **Validate** button. The confirmation notification shown in Figure 48 displays.

Figure 48: Validation Confirmation Notification



View Validation Results

Once the report is sent for validation, access the *Submission Reports* section of ERM to view the validation results. In the *Submission Reports* section, review the following information for any report sent for validation:

- The number of transactions that passed validation
- The number of transactions that passed validation with only warnings
- The number of transactions that failed with only errors
- The number of transactions that failed with both warnings and errors
- The total number of transactions processed
- The transactions that passed validation and have been submitted for payment
- The transactions that have not been submitted for payment

Any transaction that fails validation is placed into the *Exception Queue*.

NOTE: All settlement adjustment transactions that are sent to the Exception Queue must be resolved before a settlement adjustment report can be processed for payment. Before a settlement adjustment report can be processed for payment, INPRS Staff must review it and release it from settlement hold status.

Manage Submission Reports

Once wage and contribution, adjustment, or settlement adjustment transactions for validation have been submitted, access the report through the *Submission Reports* section of the ERM application to view the validation results and process the report for payment.

Use the *Submission Reports* section to complete the following:

- View wage and contribution reports submitted for validation.
- Resolve errors in wage and contribution reports.
- Process validated wage and contribution reports for payment.
- Edit payment dates for wage and contribution reports in *Future Payment Status*.
- View detailed wage and contribution reports.
- View wage and contribution summary reports.
- Delete wage and contribution reports.

Access Submission Reports

To access submission reports:

1. Click the ▷ to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose **Submission Reports** from the drop-down menu.

The *Select Submission Unit* screen, as shown in Figure 49 opens.

Figure 49: Submission Report Select Submission Unit Screen

Indiana Public Retirement System (INPRS)

Welcome: Keisha Mumford
My Roles: ERM Administrator ERM Submission

Wage and Contribution > Submission Reports

Monday, May 23, 2016
[Logout](#)

Search Submission Unit

Submission Unit ID
Submission Unit Name
[Search](#)

Select Submission Unit

Unit ID	Unit Name	Unit Type	Employer Name	Status	Fund Name
8888888	New County - Auditor	Other Government	New County	Participating	PERF
1901000	Dugger Union Community School Corp	School Districts an...	Dugger Union Co...	Participating	PERF
7875100	Brownstown Police Department	Police	Brownstown Police...	Participating	77
0097073	Enlace Academy	Charter School	Enlace Academy	Participating	TRF
1900000	LAKE COUNTY SOLID WASTE MANA...	County	LAKE COUNTY SO...	Participating	PERF
1902000	Owen Township Warrick County	Township	Owen Township W...	Participating	PERF
1899000	Alexandria Monroe Public Library	Library	Alexandria Monroe...	Participating	PERF
0097067	CARPE DIEM INDIANA INC.	Charter School	Carpe Diem Indian...	Participating	TRF
1888000	Thur Good Marshall Leadership Acad...	Charter School	Thur Good Marsha...	Participating	PERF
0097063	Thur Good Marshall Leadership Acad...	Charter School	Thur Good Marsha...	Participating	TRF

Selected Submission Unit: New County - Auditor

[Next](#)

The *Select Submission Unit* screen contains two search fields that allow locating a Submission Unit by Submission Unit ID number or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

NOTE: Only the Submission Units that the Employer User has access to view are those displayed in the grid.

To select a Submission Unit from the scrollable grid:

1. To view wage and contribution submission reports, scroll through the grid until the Submission Unit is visible.
2. Click the **Submission Unit** name.
3. Click the **Next** button.

Manage Submission Reports


Once you have selected a Submission Unit, the *Search Reports* screen opens, as shown in Figure 50. Use this screen to locate the Submission Report you want to view.


Figure 50: Search Reports Screen


▼ Search Reports


Report Number

Report Type

Payroll Date Range - From Date 

Payroll Date Range - To Date 

Status Date Range - From Date 

Status Date Range - To Date 

Report Status

Search

Select Report

Selected Submission Unit: Dugger Union Community School Corp

If you are not able to find a particular report, please limit your search criteria to return more specific reports.

Report Number	Payroll Date	Report Type	Report Status	Status Date	TotalDue	Action
4747720	02/19/2016	Regular Wage and...	Paid	02/19/2016	1087.53	View
4722746	02/05/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View
4721920	01/22/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View

Report Summary

Report Number: 4747720 Total Wages: 7658.42 Total Members: 10

Total Mand Contrib: 229.77 Total Vol Contrib: 0.00 Total Trans Processed: 10

Total Employer Share: 857.76 Total Due: 1087.53

Back

The top portion of the *Search Reports* screen contains a group of fields used to locate a submission report. Search for submission reports using:

- Report Number
- Report Type
- Payroll Date Range – From Date
- Payroll Date Range – To Date
- Status Date Range – From Date
- Status Date Range – To Date
- Report Status

Enter search criteria into the appropriate fields and click the **Search** button.

A list of submission reports matching the search criteria appear in the grid in the *Select Report* section of the *Search Reports* screen.

When a report is selected from the grid, a summary displays in the *Report Summary* section below the grid.

View Submission Reports

To view a submission report:

1. Locate the report to be viewed in the Select Report grid.
2. Click the **View** link in the **Action** column. The *Report Summary* screen opens, as shown in Figure 51. The fields displayed on the *Report Summary* screen can differ if an employer participates in the My Choice Plan. See Figures 56 through 60 for additional details on the report summary screen.

Figure 51: Report Summary Screen

Report Summary

Report Number: 000000000 Payroll Date: 04/15/2016
Report Status: Paid Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share	Total
Wages	0.00	229.77	0.00	0.00	857.76	1087.53
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 10
Total Transactions: 10

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	10		
Transactions That Passed Validations and Have Been Submitted for Payment	10		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back Delete Report Process Payment Edit Payment Date Release Payment
Summary Report Detailed Report Payment Report

The *Report Summary* screen provides a detailed overview of the wage and contribution report including report number, report status, payroll date, report type and a summary of the contributions included on the report.

The Validation Results grid on the screen shows the results of the validation process for the selected report, including the number of transactions included in the report, the number of transactions that passed validations, the number of transactions that failed validations, the number of transactions that have been submitted for payment and the number of transactions that have not been submitted for payment.

NOTE: To understand the difference between ERRORS and WARNINGS, see the [Glossary of Important ERM Terms](#) document for a complete list and definitions. This document is available on the INPRS website.

NOTE: If any transactions in the chosen report failed validation, the **Process for Payment** button at the bottom of the screen is grayed out. Review each failed transaction and confirm that these transactions have been reviewed before the button becomes active and a report can be processed for payment.

View Transactions in Submission Reports

Use the *Report Summary* screen to view any transactions in the selected report. View transactions that passed validation and those that failed.

To view a transaction that passed validation:

1. Click the **View** link in the **View** column of the Validation Results table, as shown in Figure 51. A pop-up box with transaction information displays on the screen. See Figure 52 for an example of the pop-up box for transactions that passed validation.
2. Click the **OK** button at the bottom of the pop-up box to return to the *Report Summary* screen.

Figure 52: Transactions That Passed Validations Pop-Up Box

Transactions That Passed Validations

SSN	Last Name	Pension ID
*****4321	Brown	000978339

SSN *****4321	Severance - Mandatory Post-Tax Contribution	Period End Date 10/24/2011
Pension ID 000978339	Severance - Voluntary Pre-Tax Contribution	Last Check Date
Last Name Brown	Severance - Voluntary Post-Tax Contribution	
Wages - Mandatory Pre-Tax Contribution 60	Severance - Employer Contribution Share	
Wages - Mandatory Post-Tax Contribution	Severance Wages	
Wages - Voluntary Pre-Tax Contribution	Wages 2000	
Wages - Voluntary Post-Tax Contribution	Last Day in Covered Position	
Wages - Employer Contribution Share 135	Last Day in Pay	
Severance - Mandatory Pre-Tax Contribution	Period Start Date 10/17/2011	

Ok Cancel

To view transactions that failed validation:

1. Click the **View** link in the **View** column of the Validation Results table, as shown in Figure 51. A pop-up box containing a list of all the transactions in the chosen report that failed validation displays on the screen, as shown in Figure 53.
2. Choose a transaction from the grid at the top of the screen. Data for the chosen transaction displays in the fields below the grid.
3. Click the checkbox at the bottom of the screen to confirm that each transaction that failed validation has been reviewed.
4. Click the **OK** button to return to the *Report Summary* screen.

NOTE: Before a report can be processed for payment, each transaction that failed validation must be reviewed.

Figure 53: Transactions That Failed Validations Pop-Up Box

Transactions That Failed Validations With Errors Only

SSN	Last Name	Pension ID
*****0000	PATRICK	000000000

SSN *****0000	Severance - Mandatory Post-Tax Contribution	Period End Date 4/9/2016
Pension ID 000000000	Severance - Voluntary Pre-Tax Contribution	Last Check Date
Last Name PATRICK	Severance - Voluntary Post-Tax Contribution	
Wages - Mandatory Pre-Tax Contribution (\$116.82)	Severance - Employer Contribution Share	
Wages - Mandatory Post-Tax Contribution	Severance Wages	
Wages - Voluntary Pre-Tax Contribution	Wages \$1298.00	
Wages - Voluntary Post-Tax Contribution	Last Day in Covered Position	
Wages - Employer Contribution Share (\$436.14)	Last Day in Pay	
Severance - Mandatory Pre-Tax Contribution	Period Start Date 3/27/2016	

Confirm you have viewed all transactions ☐

Ok Cancel

Resolve Errors in Submission Reports

After viewing the transactions in the report, resolve errors for transactions that failed validation.

To resolve errors in submission reports:

1. Click the **Resolve** link in the **Resolve** column of the Validation Results grid for *Transactions That Passed Validations With Warnings Only*, *Transactions That Failed Validations with Errors Only* and *Transactions That Failed Validations With Errors and Warnings*, as shown on Figure 51. This opens the *Resolve Transactions* screen, as shown in Figure 54.

Figure 54: Resolve Transactions Screen

Resolve Transactions			
SSN	Last Name	Pension ID	
*****0000	Usher	000000000	Resolve

Transaction Details			
SSN	*****0000	Severance - Mandatory Post-Tax Contribution	Period End Date 4/1/2016
Pension ID	000000000	Severance - Voluntary Pre-Tax Contribution	Last Check Date
Last Name	Usher	Severance - Voluntary Post Tax Contribution	
Wages - Mandatory Pre-Tax Contribution	30.88	Severance - Employer Contribution Share	
Wages - Mandatory Post-Tax Contribution		Severance Wages	
Wages - Voluntary Pre-Tax Contribution		Wages	1029.38
Wages - Voluntary Post-Tax Contribution		Last Day in Covered Position	
Wages - Employer Contribution Share	115.29	Last Day in Pay	
Severance - Mandatory Pre-Tax Contribution		Period Start Date	3/19/2016

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2. Click the **Resolve** link in the grid. This opens the transaction to modify, as shown in Figure 55.
3. The error(s) associated with the transaction are listed in a table in the upper right of the *Summary* screen.
4. Locate a data field that contains an error.
5. Type the corrected information into each field that contains an error.
6. Click the **Save and Revalidate** button. The summary screen closes, and the *Resolve Transactions* screen returns.
7. To delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box displays confirming that the transaction is to be deleted.

NOTE: For assistance troubleshooting errors in wage and contribution transactions, see the User Manual Appendix for a list of error codes and the requirements for resolving the error.

Figure 55: Modify Transaction for Wage and Contribution Transactions with Errors

Report Id	4834619	Transaction 193275938 has the following errors General error : M-15-Member is not active in a covered position. Field Period Start Date with value 2016-03-05 has the warning : M-90-Member has a gap in reported wages and contributions.
Report Status	Validated	
Report Type	W & C	
Transaction Status	Failed with Errors and Warnings	
Payroll Date	3/25/2016	
Transaction Id		
Hire Date	1/24/2011	

Last Name View SSN Pension ID Period Start Date * 3/5/2016 Period End Date * 3/18/2016 Wages 1029.38 Wages - Mandatory Pre-Tax Contribution 30.88 Wages - Mandatory Post-Tax Contribution Wages - Voluntary Pre-Tax Contribution Wages - Voluntary Post-Tax Contribution Wages - Employer Contribution Share 115.29	Usher Last Day in Covered Position Last Day in Pay Last Check Date Severance Wages Severance - Mandatory Pre-Tax Contribution Severance - Mandatory Post-Tax Contribution Severance - Voluntary Pre-Tax Contribution Severance - Voluntary Post-Tax Contribution Severance - Employer Contribution Share
Save and Revalidate Cancel Delete	

Process Submission Reports for Payment

Once a wage and contribution or adjustment report is validated and confirmed that each transaction that failed validation has been reviewed, process the wage and contribution report for payment.

To process a Submission Report for payment, first locate the report to be processed.

To locate a Submission Report:

1. Click the ▸ to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose **Submission Reports** from the drop-down menu.
3. Search for a report using Section 1 of the *Search Reports* screen, as shown in Figure 50.
4. Select a report from the grid on the *Search Reports* screen.
5. Click the **View** link in the **Action** column next to the report to be viewed. The *Report Summary* screen opens, as shown in Figure 51.

NOTE: If there are transactions that have remained in the Exception Queue for 30 days or more, you will be unable to submit reports for payment until you resolve these errors. It is very important to keep the Exception Queue clear and resolve errors in a timely manner.

Before a report can be processed for payment, confirm that all transactions that failed validation have been reviewed.

If the report is a settlement adjustment, all transactions that failed validations must be resolved before the report can be submitted for payment.

To process a report for payment, click the **Process for Payment** button to process the transactions that passed validation. The *Process for Payment* screen opens, as shown in Figure 56.

Figure 56: Process for Payment Screen for PERF Hybrid, PA, JU, CE, 77

Process for Payment

Report Number: 4777832 Payroll Date: 03/04/2016
 Report Status: Validated Report Type: Regular Wage and Contribution

Line Item	Amount Due
Wages	
Mandatory Pre-Tax Contribution	60.00
Mandatory Post-Tax Contribution	0.00
Voluntary Pre-Tax Contribution	0.00
Voluntary Post-Tax Contribution	30.00
Employer Contribution Share	224.00
Severance Wages	
Mandatory Pre-Tax Contribution	0.00
Mandatory Post-Tax Contribution	0.00
Voluntary Pre-Tax Contribution	0.00
Voluntary Post-Tax Contribution	0.00
Employer Contribution Share	0.00
Interest	
Employer Interest Owed	0.00
Employee Interest Owed	0.00

Assign Payments

Invoice Amount: 314.00 Account Balance: 0.00
 Total Amount Due: 314.00 Amount Unassigned: 0.00

Account Number:
 Amount:

Bank Account Number	Payment	Action
*****1155	314.00	Remove

NOTE: If the report is being submitted late for payment, interest may be added to the report.

The *Process for Payment* screen has two sections:

- The top section displays the report number, report status, payroll date and report type. It also contains a line item breakdown of the total payments contained in the report.

- The bottom section contains four fields that display detailed information about the report being submitted for payment:
 - The **Invoice Amount** field shows the total amount due for the selected report.
 - The **Account Balance** field shows the credit or debit balance of the Submission Unit's account.
 - If the amount shown in this field displays in **red**, the amount is a credit and automatically applies toward the payment being made.
 - If the amount shown in this field is in black, the amount is a debit. Debits are added to the amount due on the report being submitted for payment.
 - The **Total Amount Due** field shows the invoice amount plus any debit balance or minus any credit balance.
 - The **Amount Unassigned** field shows any remaining balance that has not yet been assigned for payment.

This section also contains fields used to assign payment amounts for each bank account (if applicable).

NOTE: If there is a credit on the Submission Unit account, it is automatically applied to the submitted report, reducing the total amount owed.

To assign payments:

1. Select an account number from the drop-down menu in the **Account Number** field.
2. Identify the amount to be paid from the chosen account in the **Amount** field.
3. Click the **add** button to add the payment to the Bank Account Number table in the *Assign Payments* section of the screen.
4. To make payments from more than one account, identify another bank account using the **Account Number** field, then identify the amount to be paid in the **Amount** field.
5. When the value in the **Amount Unassigned** field is zero, click the **Submit For Payment** button.

NOTE: Credits created in the TRF 1996 and Pre-1996 accounts can only be used towards payments in the same fund. Credits created in the My Choice Plan and the PERF Hybrid fund can only be used towards payments in the same fund.

In the process for payment screen, the assign payments section for TRF submission units detail pre-1996 and 1996 amounts, as shown in Figure 57.

Figure 57: Process for Payment Screen (TRF Only)

Process for Payment
Report Number: 4777797 Payroll Date: 03/04/2016
Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	Amount Due
Wages	Mandatory Pre-Tax Contribution	0.00
	Mandatory Post-Tax Contribution	150.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	0.00
	Employer Contribution Share	150.00
Severance Wages	Mandatory Pre-Tax Contribution	0.00
	Mandatory Post-Tax Contribution	0.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	0.00
	Employer Contribution Share	0.00
Other Wages	FSP Contributions	225.00
	HEP Contributions	0.00
Interest	Employer Interest Owed	0.00
	Employee Interest Owed	0.00

Assign Payments

	Account Balance	Applied Balance	Ending Balance
Pre-1996:	0.00	0.00	0.00
1996:	0.00	0.00	0.00
	Pre-1996	1996	Total
Invoice Amount:	0.00	525.00	525.00
Applied Balance:	0.00	0.00	0.00
Net Payment Due:	0.00	525.00	525.00
Unassigned Amount:			0.00

In the process for payment screen for PERF My Choice and PERF Hybrid participating submission units, the *Assign Payments* section details the invoice amount, applied balance, and net payment due for both the Hybrid and My Choice Plan, as shown in Figure 58.

Figure 58: Process for Payment Screen (My Choice)

Process for Payment

Report Number: 4844483 Payroll Date: 01/29/2016
 Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	ASA Only Amount Due	Hybrid Amount Due
Wages	Mandatory Pre-Tax Contribution	30.00	0.00
	Mandatory Post-Tax Contribution	0.00	0.00
	Voluntary Pre-Tax Contribution	0.00	0.00
	Mandatory Post-Tax Contribution	0.00	0.00
	Total Employer Contribution Share	50.00	62.00
	Hybrid ER Share	0.00	0.00
	Normal Cost	50.00	0.00
	Supplemental Cost	0.00	62.00
	Matching Contribution	0.00	0.00
	Severance Wages	Mandatory Pre-Tax Contribution	0.00
Mandatory Post-Tax Contribution		0.00	0.00
Voluntary Pre-Tax Contribution		0.00	0.00
Voluntary Post-Tax Contribution		0.00	0.00
Total Employer Contribution Share		0.00	0.00
Hybrid ER Share		0.00	0.00
Normal Cost		0.00	0.00
Interest	Employer Interest Owed	0.00	0.00
	Employee Interest Owed	0.00	0.00
Retro Contributions	Total Retro Contributions Due for Undecided Members	142.00	142.00
	Total Retro Contributions Due Now	80.00	62.00

Assign Payments

	Account Balance	Applied Balance	Ending Balance
MyChoice	0.00	0.00	0.00
Hybrid	0.00	0.00	0.00

	MyChoice	Hybrid	Total
Invoice Amount:	160.00	124.00	284.00
Applied Balance:	0.00	0.00	0.00
Net Payment Due:	160.00	124.00	284.00
Unassigned Amount:			284.00

* Account Number
 * Amount

Bank Account Number	Payment	Action
No Payments Made		

Line items for Retro Contributions include links to reflect the breakdown of cost per member:

- **Total Retro Contributions Due for Undecided Members** link
 - The cost detail is shown per member, per plan to reflect what would be owed depending on the member's choice, since the member has yet to make an election to participate in the PERF Hybrid Fund or PERF My Choice Plan. The employer cost could differ if the member chooses the Fund or Plan, as shown in Figure 59.

Figure 59: Pending Transactions for Undecided Members Pop Up Screen (My Choice)

Pending Transactions for Undecided Members

Report Id	Pay Date	First Name	Last Name	Pension Id	Contributions Due for Both Plans				Contributions Due for MyChoice			Contributions Due for Hybrid
					Hand Pre Tax	Hand Post Tax	Vol Pre Tax	Vol Post Tax	Normal Cost	Supplemental Cost	Vol ER Match	Hybrid ER Share
4843836	01/04/2016	Sully	Tait	003001323	30	0	0	0	50	62	0	112

OK Cancel

- **Total Retro Contributions Due Now**
 - The cost detail is shown per member according to the election that has been made since the last report was submitted. This link provides cost details reflecting only what is owed now, since the election has been made, as shown in Figure 60.

Figure 60: Pending Transactions Due Now Pop Up Screen (My Choice)

Pending Transactions Due Now

Report Id	Pay Date	First Name	Last Name	Pension Id	Contributions Due for Both Plans				Contributions Due for MyChoice			Contributions Due for Hybrid
					Hand Pre Tax	Hand Post Tax	Vol Pre Tax	Vol Post Tax	Normal Cost	Supplemental Cost	Vol ER Match	Hybrid ER Share
4944445	01/15/2016	George	Tester	003001339	30	0	0	0	50	62	0	0

OK Cancel

Click the **Submit For Payment** button on the *Process for Payment* screen and the *Confirm Payment* screen displays as shown in Figure 61.

Figure 61: Confirm Payment Screen

Payment Confirmation Page

Payroll Date	08/22/2011	Report Status	Paid	Today's Date	9/20/2011
Report Number	1005	Report Type	Regular Wage and Contribution		

Payment Summary

Congratulations! Your payment has been Successfully submitted and will be paid on the Payment Date Below.

Payment Date: 9/20/2011 Total Payment 58633.99

Bank Account Number	Payment
Applied Credit Balance	40.00
**4567	58,593.99

Done

To confirm payment:

1. Click the **Confirm** checkbox in the *Confirm INPRS Bank Access* section of the screen to allow INPRS to deduct the payment amounts from each bank account specified. To review the Terms and Conditions, click the **Click to View Terms and Conditions** link.
2. Identify the payment date in the **Payment Date** field found in the *Assign Payment Date* section of the screen. Choose from the following options:
 - Immediate Payment
 - Future Payment Date

NOTE: For **Future Payment** the date entered cannot be after the Payroll Date.
Future Payment cannot be chosen when submitting an adjustment report.

3. Click the **Submit** button. The *Payment Confirmation* screen, as shown in Figure 62, opens. Review the details on the screen, including the payment summary and the bank account(s) and payment(s) shown in the Bank Account Number grid.
4. Click the **Done** button to return to the *Report Summary* screen.

NOTE: If a wage and contribution payment is overdue, the **Payment Date** field does not appear in the *Assign Payment Date* section of the screen. Instead, a notification that the payment due date has been exceeded displays and the payment is processed on the date the report is submitted.

Figure 62: Payment Confirmation Page

Payment Confirmation Page

Payroll Date 08/22/2011 Report Status Paid Today's Date 9/20/2011
 Report Number 1005 Report Type Regular Wage and Contribution

Payment Summary

Congratulations! Your payment has been Successfully submitted and will be paid on the Payment Date Below.

Payment Date: 9/20/2011 Total Payment 58633.99

Bank Account Number	Payment
Applied Credit Balance	40.00
**4567	58,593.99

Done

The *Report Summary* screen for PERF My Choice and PERF Hybrid employers reflects additional fields in the table. As illustrated in Figure 63, Normal Cost, Supplemental Cost, Matching Contribution, and Hybrid ER Share show in the scrollable grid, which are distinct to employers participating in both plans. All employers, including PERF My Choice and Hybrid employers, see fields in the grid summarize Wage and Severance Wage amounts in the following categories:

- Mandatory Pre-Tax Contributions
- Mandatory Post-Tax Contributions
- Voluntary Pre-tax Contributions**
- Voluntary Post-Tax Contributions
- Employer Contribution Share
- Total

** Voluntary Pre-Tax Contributions will continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 will continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer will be required to continue with voluntary pre-tax contributions because the election is irrevocable.

Figure 63: Report Summary Screen (for PERF My Choice and PERF Hybrid participants only)

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Normal Cost	Supplemental Cost	Matching Contribution	Hybrid ER Share	Employer Contribution Share	Total
Wages	60.00	0.00	0.00	0.00	116.00	0.00	0.00	0.00	0.00	60.00
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Summary

Report Number: 4918642

Payroll Date: 03/25/2016

Report Status: Validated

Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Normal Cost	Supplemental Cost
Wages	60.00	0.00	0.00	0.00	116.00	0.00
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 2

Total Transactions: 2

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	2	View	Resolve
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	2		
Transactions That Passed Validations and Have Been Submitted for Payment	0		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

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Delete Report

Process Payment

Edit Payment Date

Release Payment

Summary Report

Detailed Report

Payment Report

Access Report Summary Screen Buttons

Use the additional buttons at the bottom of the *Report Summary* screen as shown in Figure 64, to carry out additional activities on wage and contribution reports.

Figure 644: Report Summary Screen

Report Summary
Report Number: 000000000 Payroll Date: 04/15/2016
Report Status: Paid Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share	Total
Wages	0.00	229.77	0.00	0.00	857.76	1087.53
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 10
Total Transactions: 10

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	10		
Transactions That Passed Validations and Have Been Submitted for Payment	10		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

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[Summary Report](#) [Detailed Report](#) [Payment Report](#)

Delete Submission Reports

Any reports that have not been submitted for payment can be removed from the ERM application.

To delete a Submission Report:

1. Click the **Delete Report** button as shown in Figure 64. A *Confirm Delete* pop-up box opens.
2. Click the **OK** button to delete the report.

Edit Payment Dates

For reports with a **Future Payment** status, meaning a wage and contribution payment is set for a future date, the payment date can be changed.

Click the **Edit Payment Date** button, as shown in Figure 64, to open the *Edit Future Payment* screen, as shown in Figure 65.

Figure 65: Edit Future Payment Screen

Edit Future Payment

Payroll Date: 10/20/2011 Report Number: 1005 Invoice Number: 1002

Specify New Future Payment Date

* Paid Date: 10/19/2011 [Calendar Icon] [Submit]

Pay Invoice Immediately

Specifying to Pay Immediately will result in the Invoice being sent for payment upon submission.

[Submit]

Remove Future Payment Status

Removing the Future Payment Status removes any Payments specified for the Transactions contained in the Invoice.

[Submit]

[cancel]

Complete any of the following using the sections on the *Edit Future Payment* screen:

1. Change the future payment date to a new future date (not past the payroll date).
2. Remove the future payment date and send the payment immediately.
3. Remove the future payment date, which would return the report to a **Validated** status. All payment information is removed from the report. At this point, the Employer User can edit the report as they would any **Validated** status report and then process it for payment.

Release Payments

The **Release Payment** button is used by INPRS Staff Users to release settlement adjustments for payment by Employer Users. The button becomes active when a Submission Unit has submitted a settlement adjustment report.

Once an INPRS Staff User has reviewed the settlement information and the settlement report, they release the settlement adjustment for payment by the Submission Unit.

NOTE: All settlement adjustments submitted by Employer Users automatically go into a settlement hold status until an INPRS Staff User reviews and approves the settlement information and releases the settlement adjustment for payment. Only then can the Employer User submit the settlement adjustment for payment.

View Summary, Detailed, and Payment Reports

Additional reports can be viewed by pressing the buttons at the bottom of the *Report Summary* screen, as shown in Figure 64.

- Click the **Summary Report** button to view a summary of the wage and contribution transactions submitted for payment.

- Click the **Detailed Report** button to view a detailed report of the wage and contribution transactions submitted for payment.
- Click the **Payment Report** button to view an invoice-like report of the line items you have submitted for payment.

Manage the Wage and Contribution Exception Queues

For any wage and contribution transaction that fails validation, the error must be resolved before the transaction is accepted and can be processed for payment.

To access the *Exception Queue*:

1. Select the applicable Submission Unit on the ERM *Home* screen.
2. Click the **Next** button. The *Home Dashboard* screen for the Submission Unit opens, as shown in Figure 66.

Figure 66: Home Dashboard Screen

Home Dashboard Submission Unit : STATE OF INDIANA

Notifications

Title	Author	Date Received	Message
No data to display.			

Exceptions Summary

Exception Type	Count	Oldest (In Days)
Wage and Contribution or Adjustment	204	37
Wage and Contribution Settlement Adjustment	2	17
Member Enrollment	140	35
Member Maintenance	0	N/A
MyChoice	460	0

Payroll Calendar

Pay Date	Status
1/20/2016	Validated
1/27/2016	Validated
2/3/2016	Validated
2/10/2016	Validated

Missing Member Report

Click here to generate Missing Member Report for the user [View Missing Member Report](#)

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3. To view one of the Wage and Contribution Exception Queues, click a **Wage and Contribution or Adjustment** or **Wage and Contribution Settlement Adjustment** link in the **Exception Type** column of the *Exceptions Summary* section of the *Home Dashboard*.
4. The wage and contribution exceptions appear in the table, as shown in Figure 67.

Exception Queue		Submission Unit : PUBLIC EMPLOYEES RETIREMENT FUND					
Wage & Contribution or Adjustment		Settlement		Member Enrollment		Member Maintenance	MyChoice
Transaction Type	Report Id	Last Name	PID	SSN	Payroll Date	Error(s)	Action
W & C	1004	Patterson	000978247	***-**-6789	1/28/2011	A-10-Mandatory contributions do not total 3.0% of reported wages. CV-6S-The member's vol. pre-tax contrib. is not equal to the elected percentage applied to the wages.	Resolve

i Information
Records older than 30 days will result in inability to submit future Wage and Contribution reports.

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1. Click the **Resolve** link in the **Action** column of the table to open a summary screen for the chosen transaction. The error(s) that caused the transaction to appear in the *Exception Queue* are listed in the upper right of the summary screen.
2. Review the error(s).
3. Click the **Back** button to return to the *Exception Queue* summary.
4. When you are finished reviewing the *Exception Queue* summary, click the **Back** button to return to the *ERM Home* screen.

To resolve the errors listed in the *Exception Queue* summary:

- 

Figure 68: Transaction Summary Screen

Report Id	000000000	Transaction 194351833 has the following errors
Report Status	Validated	General error : M-40-Member has been reported multiple times.
Report Type	W & C	
Transaction Status	Failed with Errors	
Payroll Date	4/8/2016	
Transaction Id	194351833	
Hire Date	9/23/2013	

Last Name	BOYER	Last Day in Covered Position	<input type="text"/>
View	SSN ***-**-0000	Last Day in Pay	<input type="text"/>
Pension ID	000000000	Last Check Date	<input type="text"/>
Period Start Date *	3/18/2016	Severance Wages	<input type="text"/>
Period End Date *	3/31/2016	Severance - Mandatory Pre-Tax Contribution	<input type="text"/>
Wages	946.93	Severance - Mandatory Post-Tax Contribution	<input type="text"/>
Wages - Mandatory Pre-Tax Contribution	28.41	Severance - Voluntary Pre-Tax Contribution	<input type="text"/>
Wages - Mandatory Post-Tax Contribution	0	Severance - Voluntary Post-Tax Contribution	<input type="text"/>
Wages - Voluntary Pre-Tax Contribution	<input type="text"/>	Severance - Employer Contribution Share	<input type="text"/>
Wages - Voluntary Post-Tax Contribution	<input type="text"/>		
Wages - Employer Contribution Share	106.06		

2. Type the corrected information into each field that contains an error.
3. Click the **Save and Revalidate** button. The *Transaction Summary* screen closes, and the *Exception Queue* summary screen returns.
4. To delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box displays to confirm that the transaction is to be deleted.

Appendix: Wage and Contribution Exception Queue Troubleshooting

See the [*ERM Application Wage and Contribution Exception Queue Troubleshooting QRG – Employer*](#) for the complete list of Error Codes, Messages, and Actions.