

ERM Employer Reporting QRG - Employer

Use this Quick Reference Guide (QRG) to identify the functions of the various employer reports in the Employer Reporting and Maintenance (ERM) application.

1 Access Employer Reports

- a. Access the ERM application. Choose the **Employer Reports** link in the **Navigation Menu** to access the **Employer Reports** screen.
- b. Choose the report you want to view from the list on the screen (Figure 1). Reports can be customized to return specific data based on the parameters entered. Each report contains a high-level summary of the report contents and a detailed report. Reports can be printed or displayed in Excel format.

Employer Reporting

- Access Employer Reports
- Member Management Reports
- Wage and Contribution Reports
- Exception Reports
- Other Reports

1.1 Types of Employer Reports

The application contains various employer reports to aid with managing information that is stored within the ERM application.

The following is a list of available reports and their functions:

Figure 1: Employer Reports Listing



2 Member Management Reports

2.1 Member Enrollment Report

Use this report to monitor membership records. This report displays unique member identification information (Pension ID, etc.), member account status, Fund, member enrollment record information and relevant effective dates.

2.2 Member Maintenance Report

Use this report to review member maintenance information, such as Life Events or a member's Submission Unit status.

2.3 Member Service Credit History Report

Use this report to find overall service totals for each fund in which a member has participated.

2.4 Recent Member Election Report (PERF/TRF only)

Use this report to identify member plan elections and if the member is undecided when both the PERF or TRF Hybrid Fund and PERF or TRF My Choice: Retirement Savings Plan are offered. This report can be used to also determine the retro contributions due under both the PERF or TRF Hybrid Fund and PERF or TRF My Choice Plan.

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3 Wage and Contribution Reports

3.1 Annual Wage and Contribution Report

This report provides year-to-date contribution totals by Submission Unit or by member.

3.2 Wage and Contribution History Report

This report (Figure 2) displays wage and contribution transactions (regular and adjustments) submitted in the ERM application for a specific Submission Unit during a date range or for a specific member.

Figure 2: Wage and Contribution History Report in Excel

Report Number	Report Type	Payroll Date	Pension ID	Last 4 Digits of SSN	Last Name	Period Start Date	Period End Date	Payment Date	Wages	Mand Pre-Tax	Regular Mand Post-Tax	Vol Pre-Tax	Vol Post-Tax	Employer Share	Severance Mand Pre-Tax	Severance Mand Post-Tax	Severance Vol Pre-Tax	Severance Vol Post-Tax	Employee Share
1234567	Regular	7/11/2014	00022	1234	BAILEY	6/22/2014	7/5/2014	8/4/2014	\$1,500.00		\$45.00			\$165.00					
1234567	Regular	7/11/2014	00022	1234	BERRY	6/22/2014	7/5/2014	8/4/2014	\$1,500.00		\$45.00			\$165.00					
1234567	Regular	7/11/2014	00022	1234	BONOM	6/22/2014	7/5/2014	8/4/2014	\$1,500.00		\$45.00			\$165.00					
1234567	Regular	7/11/2014	00022	1234	BRITTON	6/22/2014	7/5/2014	8/4/2014	\$1,500.00		\$45.00			\$165.00	\$2,000.00		\$60.00		\$220.00
1234567	Regular	7/11/2014	00022	1234	R	6/22/2014	7/5/2014	8/4/2014	\$1,500.00		\$45.00		\$45.00	\$165.00					
1234567	Regular	7/11/2014	00022	1234	DOWD	6/22/2014	7/5/2014	8/5/2014	\$1,000.00		\$30.00			\$110.00					
1234567	Regular	7/11/2014	00022	1234	HILL	6/22/2014	7/5/2014	8/5/2014	\$1,000.00		\$30.00			\$110.00					
1234567	Regular	7/11/2014	00011	1234	LEAR	6/22/2014	7/5/2014	8/5/2014	\$1,000.00		\$30.00			\$110.00					
1234567	Regular	7/11/2014	00011	1234	LEWIS	6/22/2014	7/5/2014	8/5/2014	\$1,000.00		\$30.00			\$110.00	\$2,000.00		\$60.00		\$220.00
1234567	Regular	7/11/2014	00011	1234	MARTIN	6/22/2014	7/5/2014	8/5/2014	\$1,000.00		\$30.00		\$30.00	\$110.00					
2345678	Regular	6/27/2014	00011	1234	BAILEY	6/8/2014	6/21/2014	6/27/2014	\$1,392.00		\$41.76			\$153.12					
2345678	Regular	6/27/2014	00011	1234	BERRY	6/8/2014	6/21/2014	6/27/2014	\$1,266.66		\$37.99			\$139.33					
2345678	Regular	6/27/2014	00011	1234	BONOM	6/8/2014	6/21/2014	6/27/2014	\$1,528.80		\$45.86			\$168.17					
2345678	Regular	6/27/2014	00011	1234	BRITTON	6/8/2014	6/21/2014	6/27/2014	\$1,240.40		\$37.21			\$136.44					
2345678	Regular	6/27/2014	00011	1234	R	6/8/2014	6/21/2014	6/27/2014	\$1,119.23		\$33.57			\$123.12					
2345678	Regular	6/27/2014	00011	1234	DOWD	6/8/2014	6/21/2014	6/27/2014	\$1,108.00		\$33.04			\$123.08					

NOTE: Voluntary Pre-Tax applies only to those enrolled in the Voluntary Pre-Tax Contribution plan prior to 1/1/2018.

4 Exception Reports

4.1 Member Enrollment Exception Report

Use this report to aid in the process of resolving member enrollment exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s) and transaction date. Refer to the [ERM Member Management User Manual – Employer](#) for instructions on resolving member enrollment exceptions.

5 Member Maintenance Exception Report

Use this report to aid in the process of resolving member maintenance exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s) and transaction date. Refer to the [ERM Member Management User Manual – Employer](#) for instructions on resolving member maintenance exceptions.

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6 Wage and Contribution Exception Report

Use this report to aid in the process of resolving wage and contribution exceptions. This report includes information that identifies the member, Submission Unit, exception description, exception field(s), payroll date and due date. Refer to the [ERM Wage and Contribution User Manual – Employer](#) for instructions on resolving wage and contribution exceptions.

7 Other Reports

7.1 Security Report

Use this report to generate a list of active ERM Employer User information, including names, email addresses and security roles/access.

7.2 Sub Unit Contribution Details History Report

Use this report to access submission unit contribution details such as contribution rates and covered positions for all funds as well as certified salaries for the 1977 Fund.

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

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