

ERM Member Exception Queue QRG - Employer

NOTE: If transactions have been in the Exception Queue for 30 days or more, you will not be able to submit reports for payment until the errors are resolved.

4 Complete a 1977 Fund Enrollment

Before an enrollment into the 1977 Fund is complete, the member must pass the Statewide Baseline Examination ([1977 Police Officers' & Firefighters' Fund Application for Membership, State Form 4928](#)). Once the initial enrollment is completed by entering the member demographic data, notification is sent either by phone, email, or mail from INPRS, that results have been received. The approval date is entered by INPRS. Enter the member's hire date to complete the member's enrollment into the 1977 Fund.

The [1977 Police Officers' & Firefighters' Fund Application for Membership, State Form 4928](#) is only available from the Employer Advocate (EA) Team.

To complete the enrollment:

- Click the member's enrollment transaction link in the **Exception Type** column in the **Exceptions Summary** section on the **Home Dashboard**.
- Click the **Enter Hire Date** link in the **Action** column of the table next to the transaction to be modified.
- Enter the member's hire date into the **Hire Date** field.
- Click **Save and Revalidate** to submit the transaction for validation.

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. ([IC 5-10.2-2-12.5](#).) Setup 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. ([IC 5-10.2-2-12.5](#)) The Employer manuals are available from the [Employer Reporting & Maintenance](#) page of the INPRS website.