

ERM Cross-Quarter Missed Wage and Contribution Adjustments for a PERF Member QRG - Employer

Use this Quick Reference Guide (QRG) to aid in reporting missed wage and contribution adjustments when reporting omitted wages and contributions for a PERF Hybrid member that crosses multiple quarters.

1 Missed Wage and Contributions

When calculating a PERF member's pension benefit, the final average earnings (FAE) refer to the highest 5 years of compensation in a PERF Hybrid covered position. INPRS combines 20 quarters in groups of 4 consecutive quarters (as mandated by statute) over the entire PERF Hybrid-covered career. The resulting average in all cases is the highest possible benefit. Because the FAE is figured by quarters, the largest pay period reported for a member when submitting adjustments using an annual calendar is capped at one quarter to ensure the FAE and service credit is calculated correctly. Missing wages and contributions can result in incorrectly calculated FAE and member appeals to INPRS.

1.1 Important Information

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

1.2 Manual Wage and Contribution Adjustment

- In ERM, click the arrow to the left of **Wage and Contribution** in the **Navigation Menu**.
- Select **Online Adjustment**.
- Select the **Submission Unit** and click **Next**.
- Enter the **Payroll Date** for the adjustment and click **Next**.
- Select the **Adjustment Type, Missed Wage and Contributions** and click **Next**.
- Select the **Payroll Frequency** in the drop-down menu and click **Next**.
- Click **Create Adjustment Report** and then click **Add Members**.
- Search** for the member using one of the three search

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Table 1: Quarter Date Ranges

Quarter	Date Range
First	1/1 – 3/31
Second	4/1 – 6/30
Third	7/1 – 9/30
Fourth	10/1 – 12/31

Figure 1: ERM, Online Adjustment

Action	Update Required	SSN	Last Name
Modify	No	*****3333	Smith
Modify	Yes	*****3333	Smith
Modify	No	*****3333	Smith

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fields in the top section of the screen or highlight the member in the bottom table. Once the member is selected, click **Add Selected**.

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

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

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

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

1.3 File Upload for Wage and Contribution Adjustment

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

- a. Click the arrow to the left of **Wage and Contribution** in the **Navigation Menu**.
- b. Choose **File Upload**.
- c. Select the **File Upload Type**.
- d. Enter the **Payroll Date** of the adjustment.
- e. Highlight the **Submission Unit(s)**.
- f. Click **Choose File** and find the file to upload.
- g. Click **Upload**.

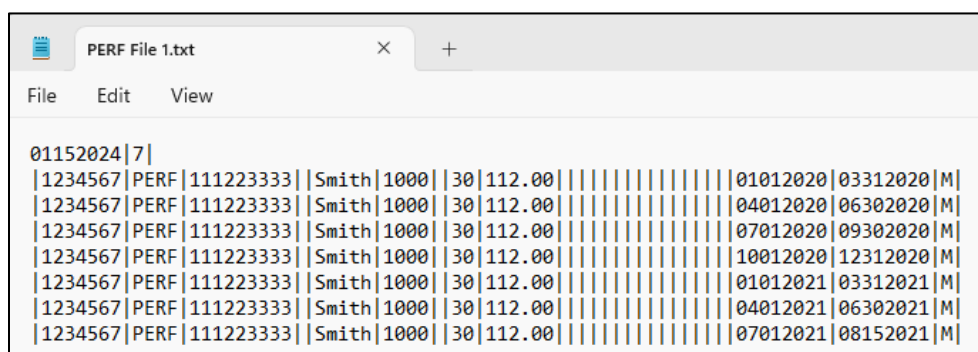
NOTE: If your file does not upload, refer to the [ERM Wage & Contribution File Upload Troubleshooting QRG](#) available from the [ERM - Quick Reference Guides](#) page of the INPRS website.

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

NOTE: If any error occurs when validating the report for payment, refer to *ERM Wage & Contribution File Upload Troubleshooting QRG* available from the *ERM - Quick Reference Guides* page of the INPRS website.

Figure 2: Example of .txt file to report missing wages and contributions for 1/1/2020 – 8/15/2021



01152024 7
1234567 PERF 111223333 Smith 1000 30 112.00 01012020 03312020 M
1234567 PERF 111223333 Smith 1000 30 112.00 04012020 06302020 M
1234567 PERF 111223333 Smith 1000 30 112.00 07012020 09302020 M
1234567 PERF 111223333 Smith 1000 30 112.00 10012020 12312020 M
1234567 PERF 111223333 Smith 1000 30 112.00 01012021 03312021 M
1234567 PERF 111223333 Smith 1000 30 112.00 04012021 06302021 M
1234567 PERF 111223333 Smith 1000 30 112.00 07012021 08152021 M

2 Contact INPRS

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