

ERM Wage and Contribution Template

Instructions QRG - Employer

Use this Quick Reference Guide (QRG) in conjunction with the [ERM W&C Template](#) to create the upload file.

1. Overview

Instructions for creating the pipe-delimited (|) file to upload into ERM are available on the [ERM - File Templates/Testing](#) page of the INPRS website.

Upload instructions are available on the [ERM – Quick Reference Guides](#) page of the INPRS website.

W & C Template Instructions

- ERM W&C Template
- Notepad Text File
- Upload into ERM

2. ERM W&C Template

Open the [ERM W&C Template](#) in Excel. The template is located on the [ERM - File Templates/Testing](#) page of the INPRS website.

Figure 1: ERM W&C Template, View 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	date	row count														
2																
3	agency	SU #	fund	ssn	pid	last name	wages	mandatory post-tax	mandatory pre-tax	employer share	fsp wages	fsp contribs	hep contribs	service days	voluntary post-tax	voluntary pre-tax
4																
5																
6																

Figure 2: ERM W&C Template, View 2

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1												
2												
3	LDiCP	LDIP	LCD	severance wages	sev mand post-tax	sev mand pre-tax	sev er share	sev vol post-tax	sev vol pre-tax	period start date	period end date	record type
4												
5												
6												

Table 1: Wage and Contribution Template

Column	Title	Instructions
A.	Agency	If SU 9100000, enter the agency code for the member
B.	SU #	Enter the 7-digit submission unit number
C.	Fund	Enter FUND (must be all caps)
D.	SSN	Enter full SSN (no spaces or dashes). Must enter 2 of 3 identifiers.
E.	PID	Enter member PID (9 digits). Must enter 2 of 3 identifiers.
F.	Last Name	Enter member last name. Must enter 2 of 3 identifiers.
G.	Wages	Enter the member's wages for the pay period
H.	Mandatory Post-Tax	Enter the member's post-tax contributions, if any
I.	Mandatory Pre-Tax	Enter the member's pre-tax contributions, if any
J.	Employer Share	Enter the employer share contributions, if any FOR PERF ASAO EMPLOYERS ONLY: 1. If the member is in the PERF Hybrid plan, enter the employer share contributions in Column J. 2. If the member is in the My Choice ASAO plan, enter the combined normal and supplemental cost in Column J .

ERM Wage and Contribution Template

Instructions QRG - Employer

Column	Title	Instructions
		3. If the member is still Undecided, no contribution amounts should be entered.
K.	FSP Wages	If a TRF employer, enter the member's FSP wages, if any
L.	FSP Contribs	If a TRF employer, enter the member's FSP contributions, if any
M.	HEP Contribs	If a university employer, enter the member's HEP contributions
N.	Service Days	If a TRF employer, enter the number of days worked in the pay period
O.	Voluntary Post-Tax	Enter the member's voluntary post-tax contributions, if any
P.	Voluntary Pre-Tax	Enter the member's voluntary pre-tax contributions, if any
Q.	LDiCP	Enter the member's last day in a covered position, if applicable. Format is mmddyyyy
R.	LDIP	Enter the member's last day in pay, if applicable. Format is mmddyyyy
S.	LCD	Enter the member's last check date, if applicable. Format is mmddyyyy
T.	Severance Wages	Enter the member's severance wages, if applicable
U.	Sev Mand Post-Tax	Enter the member's severance post-tax contributions, if applicable
V.	Sev Mand Pre-Tax	Enter the member's severance pre-tax contributions, if applicable
W.	Sev Er Share	Enter the severance employer share contributions, if applicable
X.	Sev Vol Post-tax	Enter the member's voluntary post-tax contributions, if any
Y.	Sev Vol Pre-Tax	Enter the member's voluntary pre-tax contributions, if any
Z.	Period Start Date	Enter the pay period start date in mmddyyyy format
AA.	Period End Date	Enter the pay period end date in mmddyyyy format
AB.	Record Type	Enter the appropriate record type for the transactions (must be in caps)

1. Enter the payroll date to be used during the upload process in **Cell A1**. Format is mmddyyyy.
2. Enter the number of rows of member transactions in **Cell B1**.
3. Delete the blank **Row 2** and the header **Row 3**.
4. Choose **File > Save As > CSV**
5. Choose **Comma delimited**, with delimiter set to | (pipe)
6. Choose **Control Panel > Language > Change date, time or number formats > Additional Settings > List Separator**
7. Change **List Separator** to | (pipe)
8. Click **Apply**
9. Close the Excel file

3. Notepad Text File

Locate the CSV file and open with Notepad.

