

ERM Bulk Upload QRG - Employer

Use this Quick Reference Guide (QRG) to create the wage and contribution (bulk) upload file.

1 INPRS Website

The following documents are available from the [INPRS website](#).

1.1 Employer Reporting and Maintenance

For more in depth instructions and explanations, refer to the following documents available from the [Employer Reporting and Maintenance](#) page of INPRS website:

- [ERM Wage and Contribution File Layout Specification](#)
- [ERM Wage and Contribution File Upload and Online Entry QRG – Employer](#)
- [ERM Wage and Contribution File Upload Troubleshooting QRG – Employer](#)

1.2 ERM – File Templates/Testing

For step-by-step instructions for creating the file according to the version of Windows being used, refer to the following documents available from the [ERM – File Templates/Testing](#) page of the INPRS website.

- [ERM Create a Pipe Delimited File Using Windows 11 QRG](#)
- [ERM Create a Pipe Delimited File Using Windows 10 QRG](#)
- [ERM Create a Pipe Delimited File Using Windows XP QRG](#)
- [ERM Create a Pipe Delimited File Using Windows 7 and Vista QRG](#)

2 The Template

- Open the [ERM Wage and Contribution Template](#) document. It is available on the INPRS website. It is an Excel workbook/spreadsheet. You must have Excel available in order to create the upload document.

Table 1: ERM Wage and Contribution Template

Column	Header	Description
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

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Column	Header	Description
J	employer share	Enter the employer share contributions if any FOR PERF ASA ONLY EMPLOYERS ONLY: - If the member is in the PERF Hybrid plan, enter the employer share contributions in column J. - If the member is in the My Choice (ASA Only) plan, enter the combined normal and supplemental cost in Column J. - 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 (no spaces or separators).
R	LDIP	Enter the member's last day in pay, if applicable. Format is mmddyyyy (no spaces or separators).
S	LCD	Enter the member's last check date, if applicable. Format is mmddyyyy (no spaces or separators).
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. Format is mmddyyyy (no spaces or separators).
AA	period end date	Enter the pay period end date. Format is mmddyyyy (no spaces or separators).
AB	record type	Enter the appropriate record type for the transactions (must be in caps). Available options are: R = Regular pay A = Adjustment to regular pay S = Settlement adjustment M = Missed regular wage and contribution

Figure 1: ERM Wage and Contribution Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
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	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																												
7																												
8																												
9																												
10																												
11																												

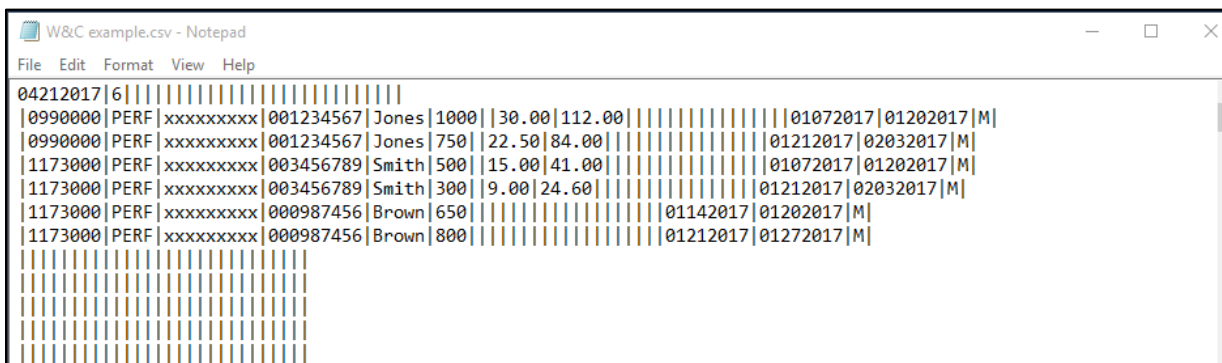
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- b. Enter the payroll date to be used during the upload process in **Cell A1**. Format is mmddyyyy (no spaces or separators).
- c. Enter the number of rows of member transactions in **Cell B1**.
- d. Delete the blank **Row 2** and the header **Row 3**.
- e. [File > Save As > CSV](#) (Comma delimited, with delimiter set to |). Refer to the [INPRS Website](#) section of this document to access the appropriate document for complete instructions to correctly create and work with this file.
- f. [Control Panel > Language > Change date, time or number formats > Additional Settings > List Separator](#) (change , to |) > [Apply](#)
- g. Close the Excel file.

3 The CSV File

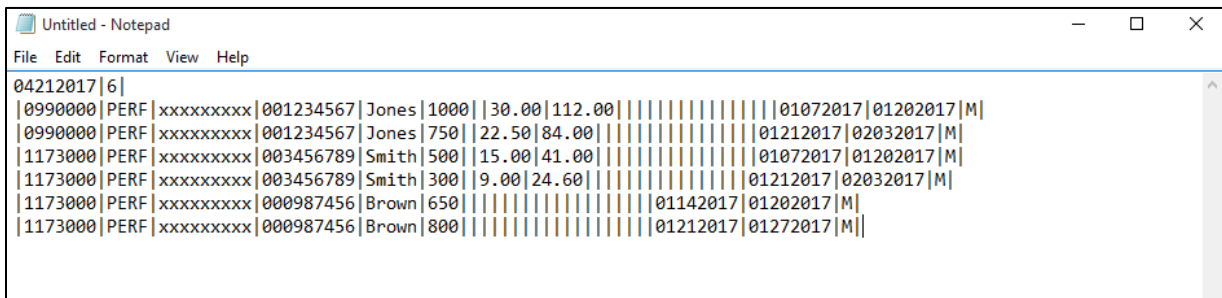
- Launch **Notepad**.
- Locate the CSV file and open it in **Notepad** ([File > Open](#)). (Figure 2)

Figure 2: CSV File in Notepad



- c. Remove the extra pipe delimiters that fall outside the data fields. There should only be one pipe at the end of each record. There may be additional pipe delimiters after the data fields that must be removed.
- d. Highlight the rows of populated data and click **Ctrl + C** to copy the data to the clipboard.
- e. Next, do **one** of the following:
 - a. Close the **Notepad** file and choose **Don't Save** and open **Notepad** again to a blank file
 - b. Click **File > New >** click **Don't Save > Paste**

Figure 3: Cleaned Up File in Notepad



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f. **Save** the text file ([File > Save As](#)). The extension on the file will be **.txt**.

g. Close the text file ([File > Exit](#)).

This is the file to be uploaded into ERM using the [ERM Wage and Contribution File Upload and Online Entry QRG – Employer](#) process.