

ERM Wage and Contribution Resolving Errors QRG - Employer

Use this Quick Reference Guide (QRG) to aid in viewing and resolving wage and contribution errors in the Employer Reporting and Maintenance (ERM) application. This document was formerly titled, **Resolving Wage and Contribution Errors – Employer User QRG**.

1. Resolving Errors Overview

If a wage and contribution transaction entered into ERM contains errors, it is placed in the **Exception Queue**.

Errors must be corrected before payment for the transaction can be processed. There are two ways errors can be resolved:

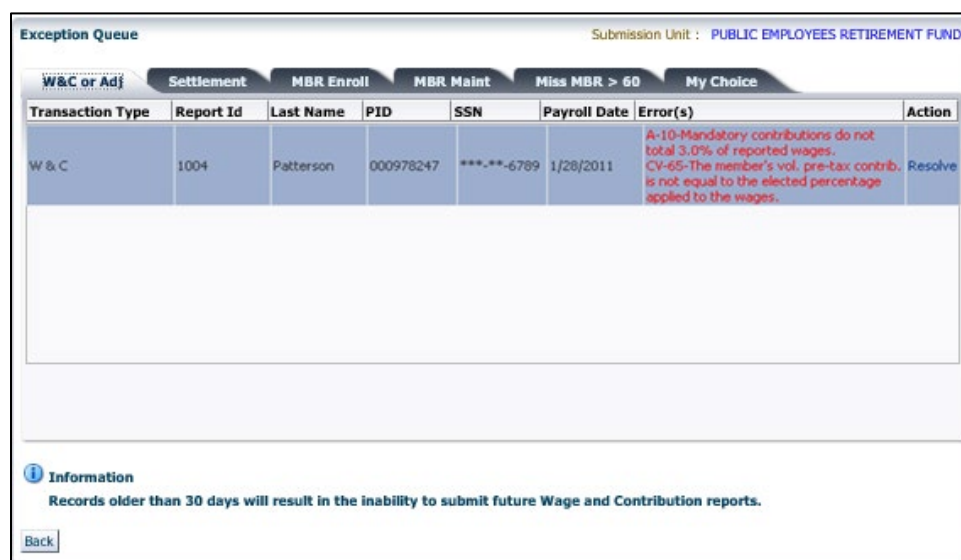
- The **Exception Queue**
- Through the **Submission Reports** section of the ERM application

2. Resolve via the Exception Queue

2.1 View the Exception Queue

- Select the appropriate Submission Unit from the grid and click **Next** to access the **Home Dashboard** for the selected Submission Unit.
- Click the applicable link in the **Exception Type** column of the **Exceptions Summary** section. The exception then displays in the appropriate **Exception Queue** tab for the selected link (Figure 1).

Figure 1: Wage and Contribution or Adjustment Exception Queue



The screenshot shows the 'Exception Queue' interface for the 'PUBLIC EMPLOYEES RETIREMENT FUND'. It features a tabbed interface with 'W&C or Adj' selected. Below the tabs is a table with columns: Transaction Type, Report Id, Last Name, PID, SSN, Payroll Date, Error(s), and Action. A single row is visible with the following data: W & C, 1004, Patterson, 000978247, ***-**-6789, 1/28/2011, and an error message: 'A-10-Mandatory contributions do not total 3.0% of reported wages. CV-65-The member's vol. pre-tax contrib. is not equal to the elected percentage applied to the wages.' The Action column contains a 'Resolve' link. Below the table, there is an 'Information' section stating: 'Records older than 30 days will result in the inability to submit future Wage and Contribution reports.' and a 'Back' button.

Transaction Type	Report Id	Last Name	PID	SSN	Payroll Date	Error(s)	Action
W & C	1004	Patterson	000978247	***-**-6789	1/28/2011	A-10-Mandatory contributions do not total 3.0% of reported wages. CV-65-The member's vol. pre-tax contrib. is not equal to the elected percentage applied to the wages.	Resolve

2.2 Resolve the Error

- Click the applicable **Resolve** link in the **Action** column of the table. A transaction summary opens (Figure 2).
- Locate the data field(s) containing errors.

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- c. Enter the corrected information into the field(s).
- d. Click **Save and Revalidate** to re-submit the transaction for validation against a set of business rules.

Figure 2: Transaction Errors

Report Id: 1004
Report Status: Validated
Report Type: W & C
Transaction Status: Failed with Errors
Payroll Date: 1/28/2011
Transaction Id: 1004
Hire Date: 5/6/2008

Transaction 1004 has the following errors

General error : A-10-Mandatory contributions do not total 3.0% of reported wages.
Field Wages Voluntary Pre-Tax Contribution with value 0.0 has the error : CV-65-The member's vol. pre-tax contrib. is not equal to the elected percentage applied to the wages.

Last Name: Patterson
View SSN: ***-**-6799
Last Day in Covered Position:
Last Day in Pay:
Last Check Date:
Severance Wages:
Severance - Mandatory Pre-Tax Contribution:
Severance - Mandatory Post-Tax Contribution:
Severance - Voluntary Pre-Tax Contribution:
Severance - Voluntary Post-Tax Contribution:
Severance - Employer Contribution Share:
Period Start Date: 1/15/2011
Period End Date: 1/28/2011
Wages: 1000
Wages - Mandatory Pre-Tax Contribution:
Wages - Mandatory Post-Tax Contribution: 50
Wages - Voluntary Pre-Tax Contribution:
Wages - Voluntary Post-Tax Contribution:

Once the transaction passes validation, process the transaction for payment by accessing the **Submission Reports** section of the ERM application.

NOTE: If there are items in the Exception Queue for 30 days or more, you will not be able to submit wage and contribution reports for payment until those items are resolved.

3. Resolve via Submission Reports

3.1 View the Submission Reports *Figure 3: Search Reports Screen*

- a. Choose **Wage and Contribution** from **Navigation Menu**. Choose **Submission Reports** from the drop-down menu.
- b. Select the appropriate Submission Unit. Click **Next** to access the **Home** page for the selected Submission Unit.

NOTE: Only the Submission Units that you have access to view appear in the grid.

- c. Use the search fields in the top section of the **Search Reports** screen (Figure 3) to locate a specific submission report.

Search Reports

Report Number:
Report Type:
Payroll Date Range - From Date:
Payroll Date Range - To Date:
Status Date Range - From Date:
Status Date Range - To Date:
Report Status:
Search

Select Report

Selected Submission Unit: Dugger Union Community School Corp
If you are not able to find a particular report, please limit your search criteria to return more specific reports.

Report Number	Payroll Date	Report Type	Report Status	Status Date	Total Due	Action
4747720	02/19/2016	Regular Wage and...	Paid	02/19/2016	1087.53	View
4722746	02/05/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View
4721920	01/22/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View

Report Summary

Report Number: 4747720 Total Wages: 7658.42 Total Members: 10
Total Mand Contrib: 229.77 Total Vol Contrib: 0.00 Total Trans Processed: 10
Total Employer Share: 857.76 Total Due: 1087.53

Back

- d. Click the applicable **View** link in the **Action** column of the grid. The **Report Summary** screen opens (Figure 4).
- e. Select the appropriate **Validation Results** line, and then click the **View** link in the **View** column.

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3.2 Resolve the Error

- Click the **Resolve** link in the **Resolve** column of the appropriate **Validation Results** line (Figure 4). The **Resolve Transactions** screen opens.
- Review the transactions in the grid on the **Resolve Transactions** screen.
- Click the **Resolve** link next to the transaction to be resolved. An error summary opens (see Figure 2).
- Locate the data field(s) containing error(s).
- Enter the corrected information into the field(s).
- Click **Save and Revalidate**. The transaction screen closes, and you return to the *Resolve Transactions* screen.
- Once the updated transaction(s) passes validation, it displays in both the **Transactions that Passed Validations** and the **Transactions that Passed Validations and Have Not Been Submitted for Payment** rows in the **Validation Results** grid on the **Report Summary** screen. Once the transaction displays in these two rows, you may process the transaction for payment by clicking **Process for Payment**.

Figure 4: Report Summary Screen

Report Summary

Report Number: 4918642

Payroll Date: 03/25/2016

Report Status: Validated

Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Normal Cost	Supplemental Cost
Wages	60.00	0.00	0.00	0.00	116.00	0.00
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

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Total Members: 2

Total Transactions: 2

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Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	2	View	Resolve
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	2		
Transactions That Passed Validations and Have Been Submitted for Payment	0		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

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Delete Report

Process Payment

Edit Payment Date

Release Payment

Summary Report

Detailed Report

Payment Report

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 documents 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)