

ERM Wage and Contribution File Upload and Online Entry QRG - Employer

Use this Quick Reference Guide (QRG) to aid in uploading wage and contribution files and entering wage and contribution information online in the Employer Reporting and Maintenance (ERM) application.

To view the file layout specifications, go to [ERM - File Templates/Testing](#) page of the INPRS website.

1. Upload a File – Overview

Employer Users can upload Regular Wage and Contribution, Missed Wage and Contribution, Adjustment, or Settlement Adjustment files to the ERM application. To upload a file:

- Select File Upload Type.
- Choose a Payroll Date.
- Select Submission Unit/payroll frequency combination(s).
- Select a file to upload and submit.

1.1 Upload a File

- Access the ERM application. Choose **Wage & Contribution** from the **Navigation Menu**. Choose **File Upload** from the drop-down menu. The **Wages & Contribution File Upload** screen displays (Figure 1).
- Choose a file type to upload on the **Wages & Contribution File Upload** screen by selecting the appropriate radio button under **Select File Upload Type**. The buttons are:

- Wages & Contribution Or Adjustment File Or Missed Wages and Contributions**
- Settlement Adjustment File Upload**

Figure 1: Wage and Contribution File Upload Screen

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1888000	Thur Good Marshall Leadership Academy	Semi-monthly - 1	PERF	Thur Good Marsha...
0097061	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	TRF	Edison Learning
0097061	Theodore Roosevelt College and Career Academy	Annually - 1	TRF	Edison Learning
1872000	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	PERF	Edison Learning
8023000	STATEWIDE 911 BOARD	Bi-weekly - 1	PERF	STATEWIDE 911 B...

Missed Regular Wage and Contribution Only NOTE: Only the Submission Units that you have access to view display in the grid. The displayed Submission Units match the payroll date you entered.

- Enter the payroll date into the **Payroll Date** field. Follow the format that appears in the pop-up bubble. Or click the **Calendar** icon and select a payroll date directly from the calendar. Payroll dates appear in bold font.
- Select the appropriate Submission Unit(s)/payroll frequency combination(s) from the grid. To select multiple Submission Units, hold down the **Ctrl** key when selecting each Submission Unit from the grid.
- Click **Browse** next to the **Upload File** field.
- An **Explorer** window opens. **Browse** for, and select, the file to upload. Click the file name to populate the **Upload File** field.
- Click **Upload** to upload the selected file.

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- h. Once the file name appears above the **Upload File** field, click **Submit** to upload the **Wage and Contribution**, **Adjustment**, or **Settlement Adjustment** file to the ERM application.
- i. The file is validated against a set of business rules. Review the validation results and submit the report for payment through the **Submission Reports** section.

2. Complete an Online Wage and Contribution Entry

Employer Users can enter wage and contribution information directly into the ERM application.

2.1 Create an Online Entry Report

- a. Access the ERM application. Choose **Wage & Contribution** from the **Navigation Menu**. Choose **Online Entry** from the drop-down menu.
- b. Select the appropriate Submission Unit. Click **Next**.
- c. The **Select Payroll Date** screen opens (Figure 2). Select a **Payroll Frequency** and a **Payroll Date** from the drop-down menus. Click **Next** when you are finished.
- d. Select the type of report entry using the appropriate radio button on the **Type of Report Entry** screen (Figure 3), and then click **Next**. The radio buttons are:
 - **New Report**
 - **Create New from Previous Report**

Figure 2: Select Payroll Date Screen

Select Payroll Date

Selected SubmissionUnit: New County-Library

* Payroll Frequency: Monthly - 1

* Payroll Date: 04/30/2012

Cancel Back Next

Figure 3: Type of Report Entry Screen

Type of Report Entry

*Select Type of Report Entry

☐ New Report

☐ Create New from Previous Report

Cancel Back Next

Figure 4: Enter Report Information Screen

Enter Report Information

Submission Unit: New County - PERF

Payroll Date: 04/15/2011

Add New Record Add Members Add All Members from Submission Unit

Action	Update Required	SSN	Last Name	Pension ID
Modify Remove	Yes	*****2222	Mally	000739979
Modify Remove	Yes	*****2222	Hill	000985871
Modify Remove	Yes	*****8888	Hammond	000985841
Modify Remove	Yes	*****5555	Jackson	000978395

Cancel Save Report Validate

- e. The **Enter Report Information** screen opens (Figure 4). Use this screen to add new records or members to an online entry report.

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- f. To add a new wage and contribution record to the online entry report, click **Add New Record**. Complete the appropriate fields in the dialog box that displays. Click the **Add Record** option in the dialog box when you are finished.
- g. To add a member to the online entry report, click **Add Members**. Search for and select the member to add to the report using the **Add Members** dialog box. A list of members that matches the search criteria displays in a grid below the search fields.
- h. Click the check box next to the record for the member(s) you want to add to the report and then click **Add Selected**.
- i. To add all the active members of a Submission Unit to an online entry report, click **Add All Members from Submission Unit**.
- j. When you have finished adding members or records to the report, check the **Update Required** column of the grid. If the value of this column is **Yes** for any member, you must modify the data for that member. To modify wage and contribution data:
 - 1) Click a field with the value **Modify** in the **Action** column of the grid.
 - 2) Complete all applicable fields in the **Modify Wage & Contribution Transaction** dialog box. All required fields, marked with an asterisk (*), must be filled in before the online entry can be completed.
- k. Once required updates are made, either save the report for later validation or submit the report to the ERM application for validation.

NOTE: The **Validate** button only becomes active after all updates are made.

- l. To save the report, click **Save Report**.
- m. To validate the online entry report against a set of business rules, click **Validate**
- n. The transactions are validated. You can view the validation results and submit the report for payment through the **Submission Reports** section of the ERM application.

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