



# Employer Reporting and Maintenance (ERM)

# ERM Overview

- Employer Reporting and Maintenance
  - Wage and Contribution Submission
  - Member Maintenance
- A joint PERF and TRF project
- Online application designed to make pension plan administration more:
  - Intuitive
  - Routine
  - Paperless

# Why ERM?

- One-stop shop for employers
- Comply with state law requiring employers to submit data and contributions electronically on a payroll basis
- Fully integrated with other systems through INPRS IT Modernization initiative
- ASA contributions deposited in members' accounts on payroll basis

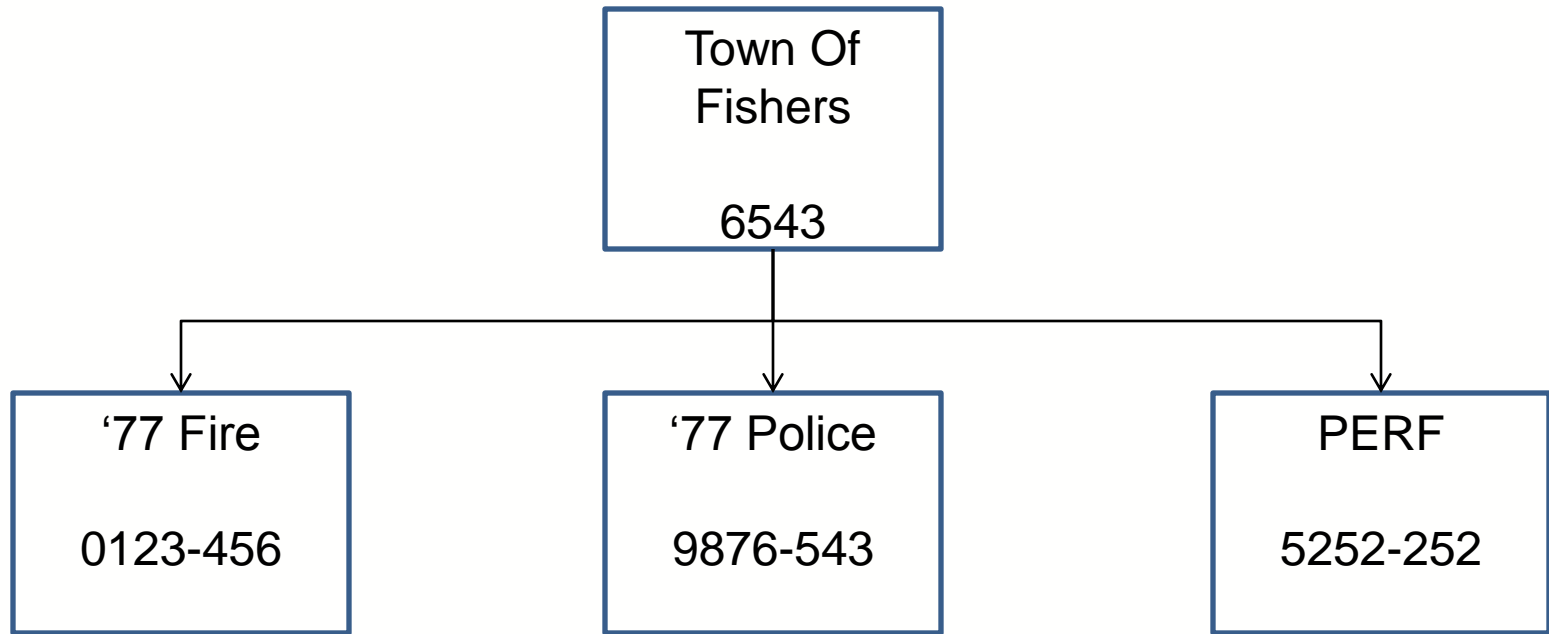
# ERM Modules

- Employer Management
- Member Management
  - Member Enrollment
  - Member Maintenance
- Wage & Contribution Management
- Reporting

# Employer Management

- Role-based security management
- Contact information management
- Employer information management
- Bank account management (ACH)

# Employer/Submission Unit Relationship



# Member Management

- New member enrollment
- Update member status
  - Life Events (i.e. FMLA, maternity leave, terminate)
- Online entry or file upload capabilities
  - Member enrollment file specifications:  
<https://er.inprs.in.gov/webforum/userFiles/info/8.page>
  - Member Maintenance file specifications:  
<https://er.inprs.in.gov/webforum/userFiles/info/17.page>

# Wage & Contribution (W&C) Management

- Payroll-based submission
- Regular and adjustment W&C transactions
- Online entry or file upload capabilities
  - <https://er.inprs.in.gov/webforum/userFiles/info/14.page>
- Online error/exception handling
- Online payment via ACH pull

# Reporting

- Online reporting to provide relevant information throughout the application including member management and W&C submission

# Supporting the Transition

- Training
- Structural File Testing
- Soft-Open
- Early Reporting Opportunity
- Action Response Team (ART)
- Employer Pension Plan Administration (EPPA)

# Computer-Based Training (CBTs)

- Four self-guided course modules covering the following topics:
  - ERM Overview
  - Employer Management
  - Member Management
  - Wage and Contribution Management
- Register and participate: [www.inprsclassroom.org](http://www.inprsclassroom.org)

# Quick Reference Guides (QRGs)

<https://er.inprs.in.gov/webforum/userFiles/showFiles/QRFG.page>

- ERM Overview
- Employer Management
- Member Enrollment
- Member Modification and Exception Queue
- Resolving Wage and Contribution Errors
- W&C Submission Reports
- W&C Exception Queue Troubleshooting
- W&C File Upload and Online Entry
- Employer Reporting in ERM

# User Manuals

- User manuals provide detailed instructions on completing and troubleshooting all functions of the ERM application:
  - ERM Overview
  - Employer Management
  - Member Management
  - Wage and Contribution Management

<https://er.inprs.in.gov/webforum/userFiles/showFiles/UMNL.page>

# Webinars

- Webinars provide users scheduled interactive, educational sessions on how to complete various functions in ERM. Attendees remain at their workstations to watch the presentation but have the ability to pose questions to a live moderator.
  - ERM Member Management
  - ERM Wage and Contribution

<https://er.inprs.in.gov/webforum/userFiles/showFiles/WBNR.page>

# Workshops

- Workshops provide employers with hands-on training that will cover Member Management and Wage and Contribution activities within ERM.
  - Indianapolis
  - Fort Wayne
  - Lawrenceburg
  - Terre Haute
  - Valparaiso
- For the schedule and to register for workshop opportunities in your area:
  - <https://inprsclassroom.org/workshopregistration/>

# Structural File Testing

- W&C, Enrollment and Maintenance Files
- Provide structural testing/validations
  - Data testing/validations will be performed during Soft Open
- Secure website for file uploads
- Email [erm@inprs.in.gov](mailto:erm@inprs.in.gov) for instructions

# Soft Open

- Employers' "Playground"
- Actual employer and historical member data will be available
- No actual data committed to database
- Opportunity to practice all activities in ERM
- Side-by-side testing
- All data entered will be deleted before Go-Live

# Early Reporting

- Submit W&C information in the current file layout
- Any W&C validation errors must be corrected prior to deadline
- Payment must be submitted prior to deadline
- All historical information automatically converted to ERM
- Employers not submitting an error-free, balanced report and full payment by original due date will be required to complete the conversion process manually.

# Early Reporting, continued

- Quarter Ending 3/31/2012
  - Early Reporting: 3/17/2012 – 3/31/2012
  - Regular Due Date: 4/15/2012
- Quarter Ending 6/30/2012
  - Early Reporting: 6/16/2012 – 6/30/2012
  - Regular Due Date: 7/15/2012
- Quarter Ending 9/30/2012
  - Early Reporting: 9/15/2012 – 9/30/2012
  - Regular Due Date: 10/15/2012

# Action Response Team (ART)

- Pre-Go-Live support through December 2012
- Pre-ERM setup assistance
- W&C submission assistance
- Available via phone, web, email or on-site as needed

# Employer Pension Plan Administration (EPPA)

- Post-Go-Live support
- Dedicated service team solely for employers
- W&C submission assistance
- Member-specific questions
- Fund-specific questions
- Available via phone and email as needed

# Initial Data Setup (Day 1) Requirements

- Designated Employer User to do initial login
- Confirm data certification page
- Set up bank account info
- Confirm payroll dates
- Setup any additional ERM Users

# Go Live Requirements

- Submit and pay for any payroll that occurred between Initial Data Setup and Go Live dates
  - Submission done on a payroll basis and in sequential order
  - Example
    - Initial Data Setup: 4/2/2012
    - Go Live: 4/24/2012
    - Missed Payrolls: 4/6/2012 and 4/20/2012

# How to Contact Us

- Email us at [erm@inprs.in.gov](mailto:erm@inprs.in.gov)
- Visit [er.inprs.in.gov](http://er.inprs.in.gov) for more ERM information including:
  - Sign up for Training
  - View the File Specifications
  - Sign up for Newsletters