

Welcome to Employer Training in ERIC

Brought to you by Montana Public Employees Retirement

Let's get started

➤ Sign up to ePass Montana; here is the link;

<https://app.mt.gov/epass/portal>

➤ Are you already a PAM? If you have an employee you want to have access to ERIC, they sign up for **ePass** and you give them security!

Home » Instructions

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions

What is ePass Montana?

ePass Montana will allow you to access authorized eGovernment services using one username and password.

When I log into ePass Montana I see three options for logging in - ePass Montana, State Employee and OpenID, what are they?

Depending on the service, mt.gov users can now choose which accounts to log into for access to mt.gov services.

- ePass Montana is the same account you have been using in the past. ePass Montana provides access to all authorized eGovernment services.
- State Employee Login is for those who are state employees.
- OpenID allows you to choose an existing account to log in such as Yahoo or Google.

How come I cannot see all mt.gov services?

Only services that require ePass Montana for user authentication are displayed on the ePass Montana Dashboard. Depending on which account you are logged into, determines which services you will see. Not all services are available for the different types of accounts.

What are the services listed in 'Most Popular'?

Services listed here are the most popular services based upon user popularity.

What are the services listed in 'Add a Service'?

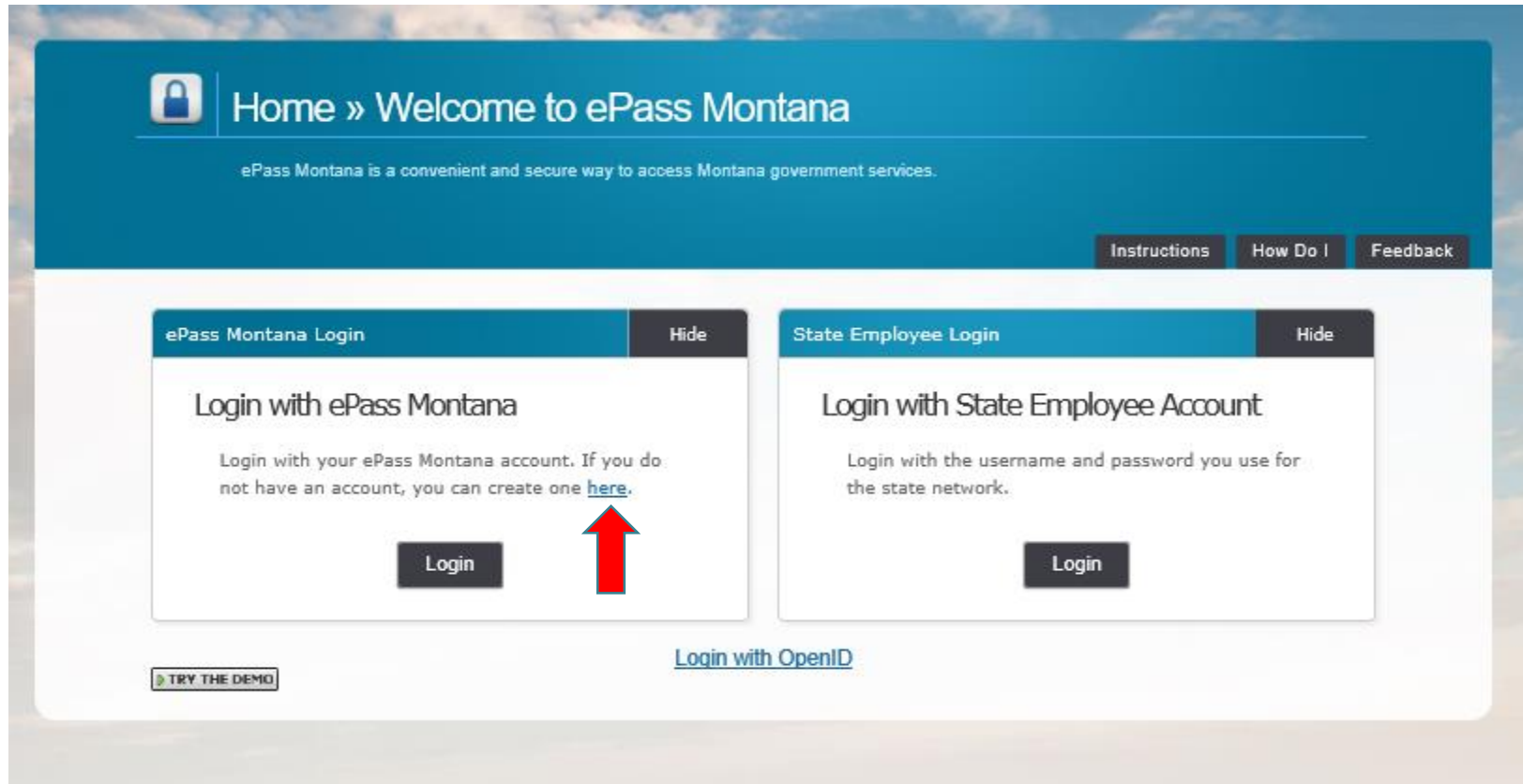
These are services you can add to your account. Based upon the account you have chosen (ePass Montana, State Employee or OpenID), the list will change.

What are the services listed under 'Your Services'?

These are the services you have added to your account or included as a Favorite URL. Click on Edit to manage your list of services.

Home

Be sure to write down your user name and put your password in a safe place. The current Portal Access Manager (PAM) will need your user name to get you set up under organization profile in ERIC so you have access in ERIC



Once you create Epass account, you will see MPERA ERIC below. Click on the link

MONTANA.GOV

OFFICIAL STATE WEBSITE

SERVICESAGENCIESLOGINSEARCH MONTANA

Manage Your Account Services

Logout From This Account

Logout From My Account

News and Information ⓘ

Hide

ePass Montana 2.34.0 Release Announcement

Please be advised of the following maintenance activities for DOA's ePass Montana (Release 2.34.0). This maintenance is scheduled for Tuesday April 04, 2017 starting at 7:00 AM MDT/MST. The maintenance activities are expected to take approximately 1 hour to complete. Details for this release can be found under Release Notes on the ePass Montana toolkit site at -
<https://app.mt.gov/toolkit/releases/releasehistory> Should you have any questions and/or encounter any issues following the close of the maintenance window please send a detailed write up containing all applicable details to helpdesk@egovmt.com.

[ePass Montana 2.34.0 Release Announcement](#)

[ePass Montana 2.33.0 Release Completed Announcement](#)

[ePass Montana 2.32.0 Release Completed Announcement](#)

[ePass Montana 2.31 Release Completed Announcement](#)

Your Services ⓘ

Edit

[File Transfer Service \(ePass\)](#)

★

[MPERA ERIC - Employer and Vendor Testing \(ePass\)](#)

★

Add a Service? ⓘ

Edit

[Asbestos Accreditation](#)

[Asbestos Accreditation Admin](#)

[Asbestos Permitting](#)


[Business Checklist](#)

[Business Checklist Creation Administration](#)


[Business Resource and Listing Update Tool](#)


[Business Tax Express \(Bustax\)](#)

Example of ERIC sign on page. Use the user name & password from EPASS



Welcome
Employer Reporting and Information Center



Employer Login

Username :


JaneDoe

X

Password :

.....

Login

Instructions

- PERIS ESS is MPERA's secure intranet designated just for our employers. This tool provides employers with an effective, time-saving way to submit and view critical financial and employee information online.
- If you are not registered with PERIS EWP and would like to access this service, contact MPERA



Alerts & Messages



Messages

Employer Reporting

- Employer Report Summary
- Demographic Header
- Demographic Detail
- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by
- Covered Payroll Reporting by

Home

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Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person
Here is a brief description of the various activities that you can do:



Alerts & Messages

Click here to navigate to the message board screen to view messages



Click here to navigate to the u



Employer Reporting

Click here to navigate to the Employer Reporting Summary lookup screen



Enroll New

Click here to navigate to the enroll



Employee Data

Click here to navigate to the person lookup screen



Organizat

Click here to navigate to the employer m





Employer Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Main Section

Organization Type : Employer	Employer Type : Other Local Government	Effective Date : 02/01/2019
State TIN : <input type="text"/>	*County : <input type="text" value="Lewis and Clark"/>	End Date :
Federal TIN : 123123123	Status : Active	MPERA ID :
Preferred Communication : <input type="text" value="Email"/>	Reporting Method :	Status Effective Date : 02/01/2019
Employer Pays Contribution for Service Purchase : No	Employer Pays Interest For Service Purchase : No	Employer Pays Interest For Workers Comp. : No
Auto Post ER File : No	Primary Contact : Thomas Chong	Primary Address : 1200 Rocky Mountain W
Health Care Vendor Organization Name :	Primary Phone : (406)555-1234	City Class :
Primary Email : RockyMtnHi@gmail.com		

Other Details

Address Plan **Contact** Bank Payroll Schedule Status History Insurance

New Open Primary Address

<input type="checkbox"/>	Address ID	Street Name	City	State / Province	Zip Code / Postal Code	Country	Status	Primary Address
<input type="checkbox"/>	8748	1200 Rocky Mountain Way	Helena	Montana	59601	United States of America	Active	Y

Create : cv0261

2/14/2019 10:25:14 AM

Modify : cv0261

2/14/2019 10:44:31 AM



Employer Maintenance

[\[Previous Page Displayed. \]](#)[Save](#) [Refresh](#) [View Images](#)

Main Section

Organization Type : Employer

Employer Type : Other Local Government

Effective Date : 02/01/2019

State TIN :

*County : Lewis and Clark

End Date :

Federal TIN : 123123123

Status : Active

MPERA ID :

Preferred Communication : Email

Reporting Method :

Status Effective Date : 02/01/2019

Employer Pays Contribution for Service Purchase : No

Employer Pays Interest For Service Purchase : No

Employer Pays Interest For Workers Comp. : No

Auto Post ER File : No

Health Care Vendor Organization Name :

Primary Contact : Thomas Chong

Primary Address : 1200 Rocky Mountain Way,H

Primary Email : RockyMtnHi@gmail.com

Primary Phone : (406)555-1234

City Class :

Other Details

[Address](#)[Plan](#)[Contact](#)[Bank](#)[Payroll Schedule](#)[Status History](#)[Insurance](#)[New](#)[Open](#)[Primary Contact](#)

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address	Email Address	Status	Effective Date
<input type="checkbox"/>	9036	Thomas Chong	Guy in Charge	457,Human Resources,Payroll Reporting,PERS,Web User	(406) 555-1234	1200 Rocky Mountain Way,Helena,Montana,59601	RockyMtnHi@gmail.com	Active	02/01/2019
<input type="checkbox"/>	9037	John Denver	Asst. to Guy in Charge	457,Payroll Reporting,PERS,Web User	(406) 555-0001	1200 Rocky Mountain Way,Helena,Montana,59601	FarOut@gmail.com	Active	02/01/2019

Create : cv0261

2/14/2019 10:25:14 AM

Modify : cv0261

2/14/2019 10:44:31 AM



Record displayed. Please make changes and press SAVE.]

ary Contact Refresh

Information

ion ID : 9866 Organization Name : HELENA CONSERVATION DISTRICT
n Type : Employer

Contact Information

st Name : <input type="text" value="Chong"/>	Contact First Name : <input type="text" value="Thomas"/>	Contact Middle Name : <input type="text"/>
ct Prefix : <input type="text" value="Honorable"/>	Contact Suffix : <input type="text"/>	
Job Title : <input type="text" value="Guy in Charge"/>		
ne / Ext : <input type="text" value="(406) 555-1234"/>	Alternate Phone/Ext : <input type="text"/>	
Email : <input type="text" value="RockyMtnHi@gmail.com"/>	Fax Number : <input type="text"/>	
Address : <input type="text" value="1200 Rocky Mountain Way, Helena, Montana, 59601"/>	Status : <input type="text" value="Active"/>	
ive Date : <input type="text" value="02/01/2019"/>	End Date : <input type="text"/>	

<input type="checkbox"/> Board Member/Superintendent	<input type="checkbox"/> Business/Finance Officer
<input type="checkbox"/> GWPORS	<input type="checkbox"/> HPORS
<input type="checkbox"/> Insurance Reporting	<input type="checkbox"/> JRS
<input type="checkbox"/> Other	<input type="checkbox"/> Payment
orting <input checked="" type="checkbox"/> PERS	<input type="checkbox"/> SRS
<input type="checkbox"/> VFCA	<input checked="" type="checkbox"/> Web User

Management

EWP Access: <input checked="" type="checkbox"/>	Initial Registration Date: <input type="text" value="02/01/2019"/>
ePass Username: <input type="text" value="Smokey"/>	Last Successful Login: 02/14/2019
Conditions Read Date: 02/14/2019	

Access

Add Remove

Role Name
Portal Access Manager
Maintain Employer Profile
Payroll Report Processor
Employee Information Processor



Alerts & Messages



Messages

Employer Reporting

- Employer Report Summary
- Demographic Header
- Demographic Detail
- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
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- 457 SDA File
- Covered Payroll Reporting by
- Covered Payroll Reporting by

Financial Information

- Invoice Receivable
- Service Credit Purchase
- Adjustment Summary
- Payment

Organization Information

- Messages
- Organization

Home

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Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information. Here is a brief description of the various activities that you can do:

Alerts & Messages

Click here to navigate to the message board screen to view messages

Upload File

Click here to navigate to the upload file screen

Employer Reporting

Click here to navigate to the Employer Reporting Summary lookup screen

Enroll New Employee

Click here to navigate to the enrollment lookup screen

Employee Data

Click here to navigate to the person lookup screen

Organization Profile

Click here to navigate to the employer maintenance screen

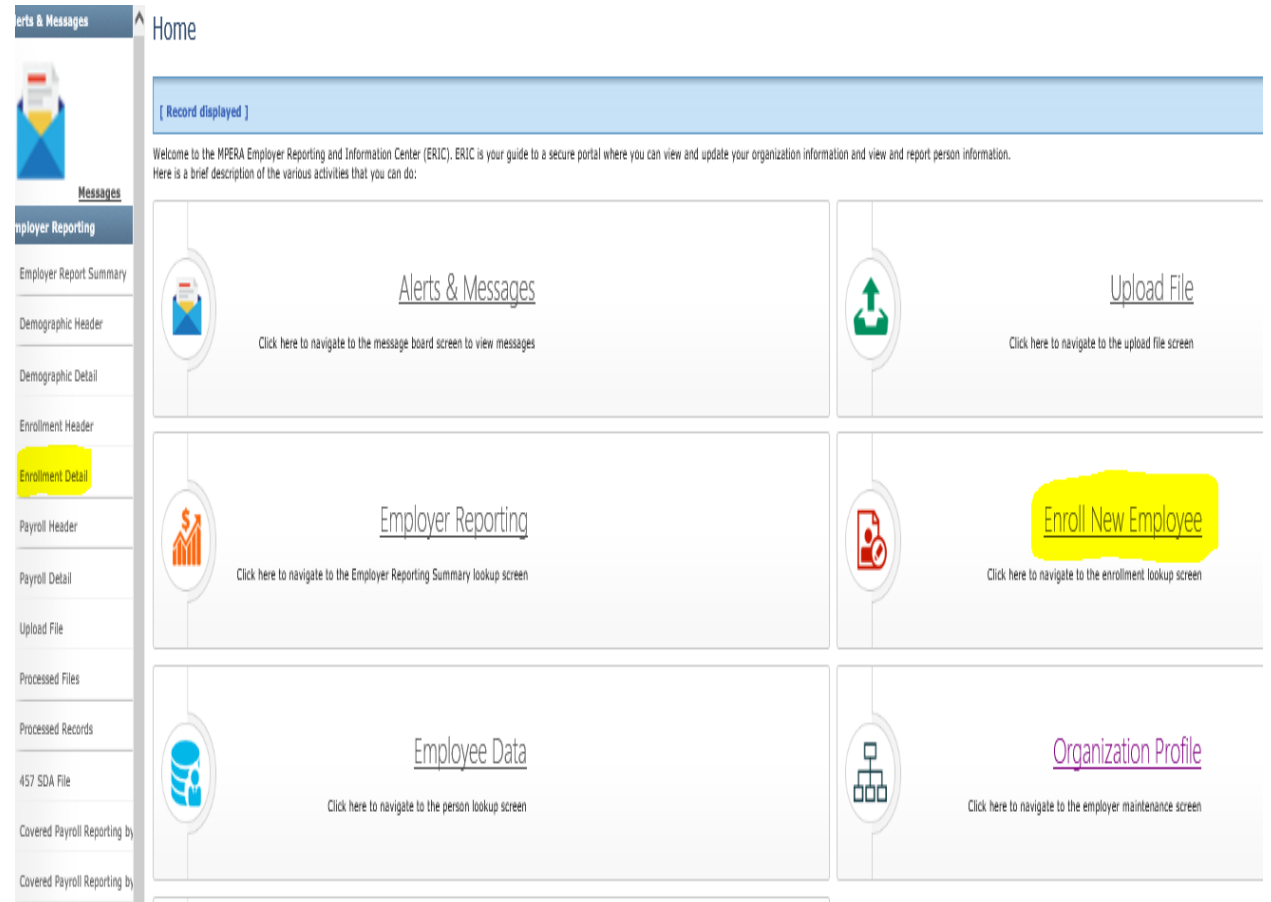
Payments

Click here to navigate to the payment lookup screen

Helpful Hints with enrollments

Are they part time (under 960 hours)? If so;

- Did you have them complete the Optional Membership Election Form?
- If they decline they are “Optional under 960”
- If they want membership, they are “PERS Member”



<http://mpera.mt.gov/Portals/175/documents/VendorSupport/MPERAContributionPayTypeImpacts.pdf>

Messages

Enrollment Lookup

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Criteria

SSN : <input type="text"/>	System : <input type="text"/>	Last Four Digits of SSN : <input type="text"/>
Last Name : <input type="text"/>	First Name : <input type="text"/>	Middle Name : <input type="text"/>
Enrollment Status : <input type="text"/>	Enrollment Submitted: <input type="text"/>	Error Message : <input type="text"/>
Reporting Source : <input type="text"/>	Employer Reporting Summary ID : <input type="text"/>	Job Classification : <input type="text"/>
Employment Start Date From : <input type="text"/>	Employment Start Date To : <input type="text"/>	Employer Reporting Enrollment Header ID : <input type="text"/>

Search Results

SSN	Last Name	First Name	MI	Employment Start Date	Job Classification	Enrollment Status	Enrollment Submitted	Reporting Source	Posted Date	EMPL ID
No records to display										

Messages

Enrollment Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Save And New Refresh

Messages

Reporting

Report Summary

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d Files

d Records

File

Payroll Reporting by

Payroll Reporting by

Information

ceivable

Credit Purchase

ent Summary

on Information

Enrollment Header Information

Enrollment Header ID :	Enrollment Header Type :	Enrollment Header Status :
Employer Reporting Summary ID :	File Name :	
Total Detail Records :	Received Date :	Posted Date :

Enrollment Information

Organization Name : HELENA CONSERVATION DISTRICT	Posted Date :	Enrollment Status :
*SSN : 111-11-1111 x	Name Prefix : <input type="text"/>	
*Last Name : <input type="text"/>	*First Name : <input type="text"/>	Middle Name : <input type="text"/>
Name Suffix : <input type="text"/>	*Date Of Birth : <input type="text"/>	*Gender : <input type="text"/>
Marital Status : <input type="text"/>	International : <input type="checkbox"/>	
*Address Line 1 : <input type="text"/>	Address Line 2 : <input type="text"/>	Address Line 3 : <input type="text"/>
*City : <input type="text"/>	*State : <input type="text"/>	*Zip Code/Plus 4 : <input type="text"/>
Phone Number : <input type="text"/>	Phone Type : <input type="text"/>	Country : <input type="text"/>
Email Address : <input type="text"/>	Email Type : <input type="text"/>	Reporting Source : <input type="text"/>
		Suppress Warnings : <input type="checkbox"/>

Enrollment Details

*System : PERS <input type="text"/>	*Job Classification : <input type="text"/>
*Employment Start Date : <input type="text"/>	
Comments : <input type="text"/>	

Employment History

Employment History ID	Organization ID	Organization Name	System	Job Classification	Status	Employment Start Date	Termination of Employment Date
No records to display							

Other Details

Name Check Errors

SSN	Last Name	First Name	MI	Date of Birth
No records to display				



Msg ID : 8 [All changes successfully saved.]

Save Refresh **Post** Void

Enrollment Header Information

Enrollment Header ID : 47389 Enrollment Header Type : PERS Enrollment Header Status : Valid
Employer Reporting Summary ID : 70355 File Name :
Total Detail Records : 1 Received Date : 02/14/2019 Posted Date :

Enrollment Information

Organization Name : HELENA CONSERVATION DISTRICT Posted Date : Enrollment Status : **Valid**
*SSN : 111-11-1112 Name Prefix : *Last Name : MARIN *First Name : CHEECH Middle Name :
Name Suffix : *Date Of Birth : 01/01/1948 *Gender : Male
Marital Status : International : Address Line 1 : 1 CALIFORNIA WAY Address Line 2 : Address Line 3 :
*City : HELENA *State : Montana *Zip Code/Plus 4 : 59602 Country : United States of America
Phone Number : Phone Type : Reporting Source : Manual
Email Address : Email Type : Suppress Warnings :

Enrollment Details

*System : PERS *Job Classification : PERS Member
*Employment Start Date : 02/12/2019
Member Contribution Rate : 7.90%



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)

Alerts & Messages



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Employer Report Summary Lookup

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Criteria

Received Date From:

Received Date To:

Posted Date From:

Posted Date To:

Reporting Source: All

Receivable Status: All

Create Invoice: All

Summary Submitted: All

Employer Reporting Summary Status: All

Employer Reporting Summary ID:

*Paycycle Frequency: All

Search

Reset

Search Results

New

Open


Export To Excel

Copy Forward




ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Create Inv
----	-------------	--------------	-----------------	-------------------------	--------------------------	-----------------------	---------------	------------

No records to display


If you were manually reporting, you can use the “copy forward “ feature. Keep in mind, when you use this, you have to enter dates of your payroll, and it carries all of your previous payroll information over and you have to go into individual records and update to the current payroll information. This could involve “voiding” certain records.

ERIC

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)



Alerts & Messages



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Welcome!

Employer Report Summary Lookup

[Previous Page Displayed.]

Criteria

Received Date From :

Received Date To :

Posted Date From :

Posted Date To :

Reporting Source : All

Receivable Status : All

Create Invoice : All

Summary Submitted : All

Employer Reporting Summary Status : All

Employer Reporting Summary ID :

*Paycycle Frequency : All

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

<input type="checkbox"/>	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Create Invoice	Submitted
<input checked="" type="checkbox"/>	70355	1			\$0.00	\$0.00	\$0.00	02/14/2019	N	N

Messages

Employer Reporting Summary Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save

Refresh

Employer Reporting Summary Information

Employer Reporting Summary ID : Posted Date : Employer Reporting Summary Status :
Reporting Source : Manual Create Invoice : ☐ Payroll Summary Status :
No Payroll : ☐ Summary Submitted : ☐ File Name :
Submitted Date : Paycycle Frequency : Monthly
Received Date : 02/14/2019 Comments :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : Enrollment Header Status :

Open

Enrollment Header ID	Header Type	Header Status	Total Enrollment
----------------------	-------------	---------------	------------------

No records to display

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
-------------------	--------------------------	---------------------------	------------------	---------------------------------	---------------------

No records to display

Open

Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status
-------------------	-------------	------------------	----------------	----------	-----------------------

No records to display

Create :

Messages

Reporting

Report Summary

Enrollment Header

Enrollment Detail

Enrollment Header

Enrollment Detail

Enrollment Header

Enrollment Detail

Enrollment Header

Enrollment Detail

Enrollment Header

Enrollment Detail

Payroll Reporting by

Payroll Reporting by

Payroll Reporting by

Payroll Reporting by

Payroll Reporting by

Payroll Reporting by

Employer Reporting Summary Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Print Report Void

Employer Reporting Summary Information

Employer Reporting Summary ID : 70356
Reporting Source : Manual
No Payroll : ☐
Submitted Date :
Received Date : 02/14/2019

Posted Date :
Create Invoice : ☐
Summary Submitted : ☐
Paycycle Frequency : Monthly
Comments :

Employer Reporting Summary Status : **Review**
Payroll Summary Status :
File Name :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : Enrollment Header Status :

Open Void New Enrollment Header

Enrollment Header ID	Header Type	Header Status	Total Enrollment
No records to display			

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
No records to display					

Open Void New Payroll Header

Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status
No records to display					

Create : cv0703

2/14/2019 3:29:11 PM

Payroll Header Maintenance

[Previous Page Displayed.]

Save

Refresh

Void

Payroll Header Information

Payroll Header Details

Contribution Totals By Pay Type

Payroll Record Count

Payroll Header ID : 48451
Employer Reporting Summary ID : 70356
Total Detail Records :

Payroll Start Date : 02/01/2019 x

Total Earnings: \$325.00

Total Contributable Earnings : \$0.00

Suppress Warnings : ☐

Header Type : PERS

File Name :

Received Date : 02/14/2019

Payroll End Date : 02/28/2019

Total Pre-Tax EE Contributions : \$0.00

Total Pre-Tax Service Purchase Amount : \$0.00

Total ER Contributions : \$0.00

Payroll Header Status : **Valid**

Employer Reporting Summary Status : Valid

Posted Date :

Pay Date : 02/28/2019

Total Post-Tax EE Contributions : \$0.00

Other Details

Payroll Details

Compensation Payroll Details

Payroll Details by Status

Payroll Details By Error/Warning

Errors

New

Open

Export To Excel

1 to 1 of 1

	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax
<input type="checkbox"/>	11571214	535493	XXX-XX-0000	HERMAN	PEEWEE		Valid	\$325.00000000	\$0.00	\$0.00		\$0.00

Create : cv0703

2/14/2019 3:31:27 PM



Messages

Employer Reporting

Employer Report Summary

Biographic Header

Biographic Detail

Enrollment Header

Enrollment Detail

Enrollment Header

Enrollment Detail

Upload File

Accessed Files

Accessed Records

SDA File

Entered Payroll Reporting by

Entered Payroll Reporting by

Financial Information

Service Receivable

Service Credit Purchase

Statement Summary

Home

[Record displayed]

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Click here to navigate to the enrollment lookup screen

Employee Data

Click here to navigate to the person lookup screen

Organization Profile

Click here to navigate to the employer maintenance screen

Payments

Click here to navigate to the payment lookup screen



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)

Alerts & Messages



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Upload File

[Record displayed]

To submit a file:

1. Use the "Browse..." button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

File Type :

File :



Upload File

[Record displayed]

To submit a file:

1. Use the "Browse..." button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

File Type :

File :

Filename : JanPayroll9866.csv Size : 1001 successfully loaded



Processed Files Lookup

Msg ID : 1 [1 Records met the search criteria.]

Criteria

File Type : All

Cycle Number :

File Name :

Status : All

Processed Date From :

Processed Date To :

File ID :

File Header ID :

Search Reset

Search Results

Open

<input type="checkbox"/>	File Header ID	File ID	File Type	Name	Processed Date	Status	No. Of Rows	No. of Rows with errors	Cycle Number
<input type="checkbox"/>	448463	35	Employer Reporting Inbound file	JanPayroll9866.csv	02/19/2019	Review	17		

- & Messages
- Messages
- er Reporting
- oyer Report Summary
- ographic Header
- ographic Detail
- ilment Header
- ilment Detail
- oll Header
- oll Detail
- ad File
- assed Files
- assed Records
- SDA File

Processed Files Maintenance

[Record displayed]

File Details

File Type : Employer Reporting Inbound file
Original File Name : JanPayroll9866.csv
Processed Date : 2/19/2019 8:17:27 AM

Status : Review
File Name : 2019-02-19-08-17-04_JanPayroll9866.csv
Number Of Rows : 17
File Header ID : 448463

Cycle Number :
Error Message : Rec. No 6, The Pay Period Begin, Pay Period End Date, and/or Pay Date do not match a schedule on file or is not the next pay period to be uploaded for this schedule. Please contact MPERA for assistance.

Status Summary

Status	Status Count		
Unprocessed	17		
		Create : cv0703	2/19/2019 8:17:04 AM
		Modify : [BATCH_191_237319]	2/19/2019 8:17:27 AM

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)




ERIC

Messages

Employer Report Summary Lookup

Msg ID : 1 [2 Records met the search criteria.]

Criteria

Received Date From: x Received Date To: Posted Date From: Posted Date To: Reporting Source: All Receivable Status: All Create Invoice: All Summary Submitted: All Employer Reporting Summary Status: All Employer Reporting Summary ID: Paycycle Frequency: All 

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

■	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Create Invoice	Submitted	Posted Date	Pay Cycle Frequency	Status
<input type="checkbox"/>	<u>70356</u>	2		2	\$63.20	\$0.00	\$68.56	02/14/2019	N	N		Monthly	Valid
<input type="checkbox"/>	<u>70355</u>	1			\$0.00	\$0.00	\$0.00	02/14/2019	N	N		Monthly	Valid



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)

Alerts & Messages



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Employer Reporting Summary Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh **Create Invoice** Print Report Void

Employer Reporting Summary Information

Employer Reporting Summary ID : 70356
Reporting Source : Manual
No Payroll : ☐
Submitted Date :
Received Date : 02/14/2019
Posted Date :
Create Invoice : ☐
Summary Submitted : ☐
Paycycle Frequency : Monthly
Comments :
Employer Reporting Summary Status : **Valid**
Payroll Summary Status : **Valid**
File Name :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : 2 Enrollment Header Status : Posted

Open Void **New Enrollment Header**

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	47390	PERS	Posted	1
<input type="checkbox"/>	47392	PERS	Posted	1

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
48451	\$63.20	\$0.00	\$68.56	\$0.00	\$131.76

Open Void **New Payroll Header**

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status
<input type="checkbox"/>	48451	PERS	02/01/2019	02/28/2019	02/28/2019	Valid



Messages

Employer Reporting Summary Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

[Save](#) [Refresh](#) [Create Invoice](#) [Print Report](#) [Void](#)

Employer Reporting Summary Information

Employer Reporting Summary ID : 70356

Reporting Source : Manual

No Payroll : ☐

Submitted Date :

Received Date : 02/14/2019

Posted Date :

Create Invoice : ☐Summary Submitted : ☐

Paycycle Frequency : Monthly

Comments :

Employer Reporting Summary Status : **Valid**

Payroll Summary Status : Valid

File Name :

Message from webpage



You are indicating to create invoice. No further updates will be allowed to your report. Are you sure you want to submit for payment?

[OK](#)[Cancel](#)

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : 2 Enrollment Header Status : Posted

[Open](#) [Void](#) [New Enrollment Header](#)

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	47390	<u>PERS</u>	Posted	1
<input type="checkbox"/>	47392	<u>PERS</u>	Posted	1

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
48451	\$63.20	\$0.00	\$68.56	\$0.00	\$131.76

[Open](#) [Void](#) [New Payroll Header](#)

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status
<input type="checkbox"/>	48451	<u>PERS</u>	02/01/2019	02/28/2019	02/28/2019	Valid

- Messages
- Employer Reporting
- Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by
- Financial Information
- Invoice Receivable

Service Credit Purchase

Adjustment Summary

Payment
- Organization Information
- Messages

Employer Reporting Summary Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Refresh Print Report

Employer Reporting Summary Information

Employer Reporting Summary ID : 70356

Posted Date :

Employer Reporting Summary Status : **Valid**

Reporting Source : Manual

Create Invoice : ☒

Payroll Summary Status : Valid

No Payroll : ☐

Summary Submitted : ☐

File Name :

Submitted Date :

Paycycle Frequency : Monthly

Received Date : 02/14/2019

Comments :

Enrollment/Demographic Information

Enrollment Information Demographic Information

Total Enrollment Records : 2 Enrollment Header Status : Posted

Open

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	47390	PERS	Posted	1
<input type="checkbox"/>	47392	PERS	Posted	1

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
48451	\$63.20	\$0.00	\$68.56	\$0.00	\$131.76

Open

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status
<input type="checkbox"/>	48451	PERS	02/01/2019	02/28/2019	02/28/2019	Valid

Create : cv0703 2/14/2019 3:29:11 PM Modify : cv07



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)

Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Adjustment Summary

Payment

Payment Lookup

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Search Criteria

Payment ID :

Payment Method : All

Payment Date From :

Payment Date To :

Submitted Date From :

Submitted Date To :

Check Number :

Payment Status : All

Search

Reset

Search Results

New

Open

☐ Payment ID Payment Date Payment Amount Payment Method Submitted Date Payment Status

No records to display



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Adjustment Summary

Payment

Organization Information

Messages

Payment Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save

Refresh

Payment Information

Payment ID :

Payment Date : x 

Organization ID : 9866

Check Number :

NSF : No

Pending Invoice Amount : \$0.00

Included Invoice Amount : \$0.00

Payment Status :

Payment Method : ACH

Bank Account No. :

457 Payment : ☐

Available Credit Memo Amount : \$0.00

Included Credit Memo Amount : \$0.00

Submitted : No

Submitted Date :

Account Type : ☐ Checking ☐ Savings

Suppress Warnings : ☐

Remaining Payment Amount : \$0.00

Comment :

* ☐ By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

Create :

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)



Payment Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Payment Information

Payment ID : 32192
 Payment Date : 02/19/2019
 Organization ID : 9866
 Check Number :
 NSF : No
 Pending Invoice Amount : \$131.76
 Included Invoice Amount : \$0.00
 Include All Invoice(s) : ☐

Payment Status : Review
 Payment Method : ACH
 Bank Account No. :
 457 Payment : ☐
 Available Credit Memo Amount : \$0.00
 Included Credit Memo Amount : \$0.00
 Include All Credit Memo(s) : ☐

Submitted : No
 Submitted Date :
 Account Type : ☐ Checking ☐ Savings
 Suppress Warnings : ☐
 Remaining Payment Amount : \$0.00
 Comment :

☐ By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

Invoice and Credit Details

Invoice Selection

Available Credit

Errors

Open

	Invoice ID	Receivable Type	Invoice Balance Due	Invoice Date	Included in Remittance	System
<input type="checkbox"/>	269363	Payroll	\$131.76	03/07/2019	<input type="checkbox"/>	PERS

Create : cv0703

2/19/2019 8:43:30 AM

Modify : cv0703

2/19/2019 8:43:30 AM



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)

Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Payment Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh **Submit** Void

Payment Information

Payment ID : 32192

Payment Status : Valid

Payment Date : 02/19/2019 x

Payment Method : ACH

Organization ID : 9866

Check Number :

Bank Account No. : 123456

NSF : No

457 Payment : ☐

Pending Invoice Amount : \$131.76

Available Credit Memo Amount : \$0.00

Included Invoice Amount : \$131.76

Included Credit Memo Amount : \$0.00

Include All Invoice(s) : ☒

Include All Credit Memo(s) : ☐

* ☒ By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

Invoice and Credit Details

Invoice Selection

Available Credit

Errors

Open

<input type="checkbox"/>	Invoice ID	Receivable Type	Invoice Balance Due	Invoice Date	Included in Remittance	System
<input type="checkbox"/>	269363	Payroll	\$131.76	03/07/2019	<input checked="" type="checkbox"/>	PERS

Create : cv0703

2/19/2019 8:43:30 AM



ERIC

Welcome!

9866 : HELENA CONSERVATION DISTRICT -- Thomas Chong (Smokey)



Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Employer Report Summary Lookup

[Previous Page Displayed.]

Criteria

Received Date From: x

Received Date To:

Posted Date From:

Posted Date To:

Reporting Source: All

Receivable Status: All

Create Invoice: All

Summary Submitted: All

Employer Reporting Summary Status: All

Employer Reporting Summary ID:

Paycycle Frequency: All

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Create Invoice	Submitted	Posted Date	Pay Cycle Frequency	Status
<input type="checkbox"/>	70356	2		2	\$63.20	\$0.00	\$68.56	02/14/2019	Y	N		Monthly	Valid
<input type="checkbox"/>	70355	1			\$0.00	\$0.00	\$0.00	02/14/2019	N	N	02/19/2019	Monthly	Posted

Key points to remember;

- Go back the next day or a couple days later to be sure your payroll is now showing a “posted” status
- When enrolling a member for the first time, please be sure the social security numbers are correct before you submit and post. You are not able to change socials once posted, and you will have to contact our office for correcting this
- Always be sure to terminate a member once they leave, putting in the term date and if they have final payouts, indicate in the final pay box:

The screenshot displays the 'Payroll Detail Maintenance' interface in the ERIC system. The top header shows the user 'Thomas Chong (Smokey)' and the district 'HELENA CONSERVATION DISTRICT'. A sidebar on the left contains navigation links like 'Messages', 'Reporting', and 'Summary'. The main content area is divided into sections: 'Payroll Information' and 'Payroll Details'. The 'Payroll Information' section shows header details like ID, type, status, and dates. The 'Payroll Details' section contains fields for employee information, contributions, hours, and employment status. The 'Service Purchase Detail' section at the bottom shows a table with no records.

Payroll Information

Payroll Header ID : 48451	Payroll Header Type: PERS	Payroll Header Status : Valid
ER Summary ID : 70356	Received Date : 02/14/2019	ER Summary Status : Valid
Reporting Frequency : Monthly	Posted Date :	
Payroll Start Date : 2/1/2019	Payroll End Date : 2/28/2019	Pay Date : 02/28/2019

Payroll Details

Payroll Detail ID : 11571214 Payroll Detail Status : **Valid**

SSN : 012-32-0000 Last Name : HERMAN First Name : PEEWEE

Earnings : \$325.00000000 Pay Type : Regular Pay

Employee Contribution (Sys Calc) : \$0.00 Pre-Tax Employee Contribution : \$0.00 Post-Tax Employee Contribution : \$0.00

Employer Contribution (Sys Calc) : \$0.00 Employer Contribution (Amount Reported) : \$0.00 Comments :

Hours : 32.0000 Rate Type :

Employment Status : Terminated Employment Status Date : 02/19/2019

Final Pay : ☒ Termination of Employment Date : 02/19/2019

Job Classification : OP Employee under 960 hours Rate : \$0.00000000 Last Day Worked : Suppress Warnings : ☐

Service Purchase Detail

Delete

Service Purchase Type	Pre-Tax Service Purchase Amount
No records to display	

Errors



MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

[HOME](#)[MEMBERS](#)[RETIREES](#)[EMPLOYERS](#)[THE BOARD](#)[ABOUT US](#)

Welcome to MPERA's new Website. This site is best viewed with a modern browser.

If you need to use Internet Explorer, make sure your Compatibility View Settings are set as shown at this link

QUICK LINKS

- 2019 House Legislative Tracking Report
- 2019 Senate Legislative Tracking Report
- Actuarial Studies
- Actuarial Experience Study
- Mobile Account Access
- Deferred Compensation
- DC 457 Account Login
- Defined Contribution Plan
- Related Links of Interest
- Salary Deferral Agreement Form
- Employee Investment Advisory Council (EIAC)

EVENTS



New PERS Members

- View the PERS New Hire handbook
- Attend a New Member workshop
- Learn about my PERS plan choice

457(b) Deferred Compensation

- What is Deferred Compensation? Watch this intro video
- 457(b) Deferred Compensation Plan Highlights
- Sign up for your 457(b) with this form!
- Meet Martin!

Members

- Withdraw my funds



EMPLOYERS

- Employer Reporting (ERIC)
- Employer Reporting Manual
- New! ERIC Employer Training Video
- New! ERIC Tips and Tricks
- Contributions by pay type (PDF)
- Contributions by pay type (Excel)
- Vendor Support
- Employer Forms
- GASB Information
- New! Payout of Leave Decision for Local Elected Officials

RETIREMENT SYSTEMS

Contact us!

➤ Employer Support Main Line; 406-444-3154

Or 1-877-275-7372 (toll free)

- Diana Stitt
- Roberta Scow
- Cathy Grose

➤ Or Email us at mpera@mt.gov - we are here to help!