

# 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!

The screenshot shows the 'ePass Montana' website with a blue header bar. On the left is a lock icon, followed by the text 'Home » Instructions'. Below the header, a sub-header reads 'ePass Montana provides access to all authorized eGovernment services using one username and password.' At the top right are three buttons: 'Instructions', 'How Do I', and 'Feedback'. The main content area has a light blue background with a faint landscape watermark. It features several sections with bold headings and explanatory text:

- 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'?**

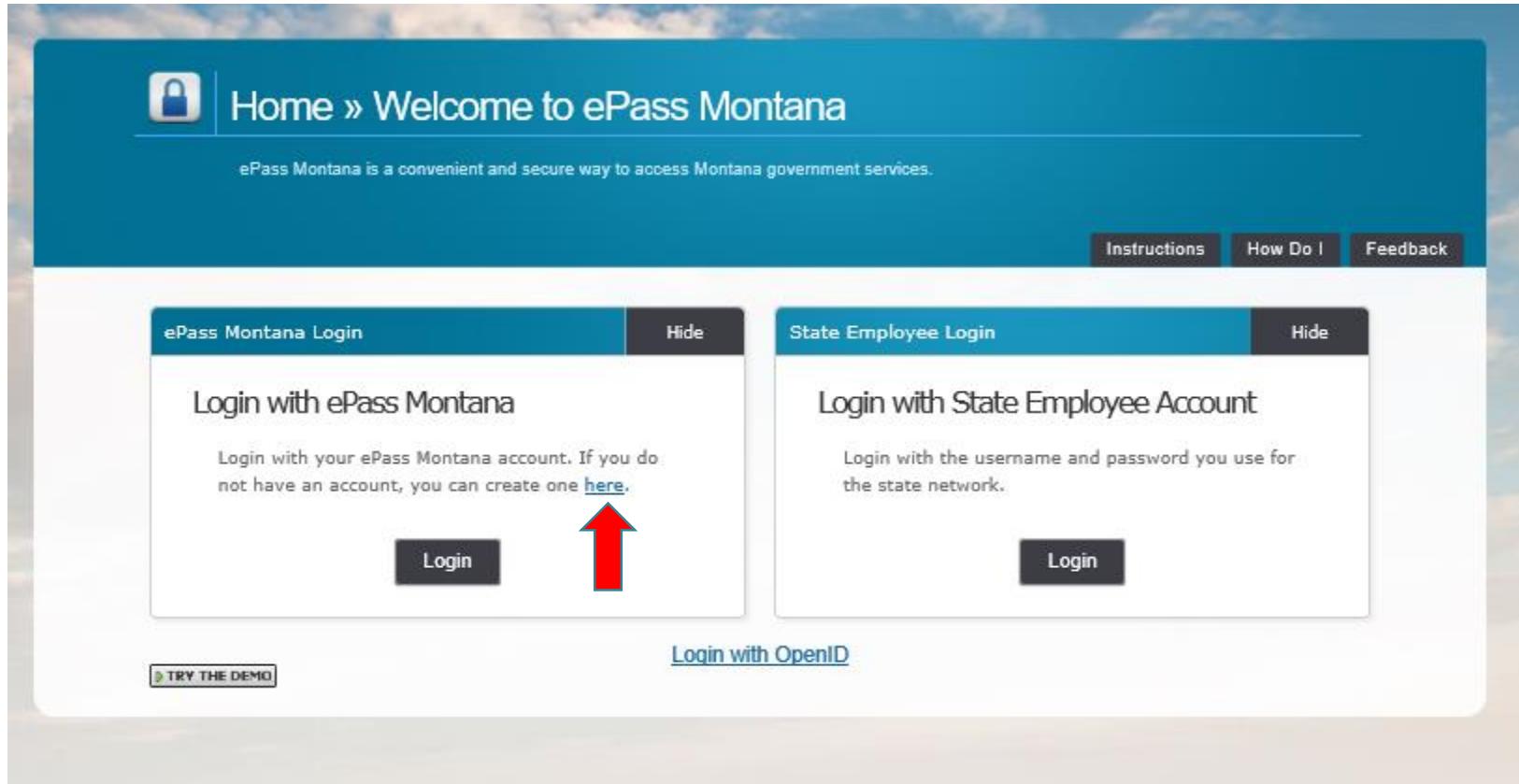
Services listed here are the most popular services based upon user popularity.
- What are the services listed in 'Add a Service'?**

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.

At the bottom right is a dark button labeled '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

The screenshot shows the Montana.gov website. At the top, there's a navigation bar with links for SERVICES, AGENCIES, LOGIN, and a SEARCH MONT button. Below the navigation is a header section with "MONTANA.GOV OFFICIAL STATE WEBSITE" and two buttons: "Manage Your Account Services" and "Logout From This Account". A large banner image of a landscape with smoke in the background is visible on the left side of the page.

**News and Information** (1) 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.

**Your Services** (1) Edit

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

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

**Add a Service?** (1) 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 :  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 &amp; Messages

Messages

## Employer Reporting

- ① Employer Report Summary
- ② Demographic Header
- ③ Demographic Detail
- ④ Enrollment Header
- ⑤ Enrollment Detail
- ⑥ Payroll Header
- ⑦ Payroll Detail
- ⑧ Upload File
- ⑨ Processed Files
- ⑩ Processed Records
- ⑪ 457 SDA File
- ⑫ Covered Payroll Reporting by
- ⑬ Covered Payroll Reporting by

## Home

[ Previous Page Displayed. ]

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 personnel 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](#)[Click here to navigate to the upload file screen](#)Employer Reporting[Click here to navigate to the Employer Reporting Summary lookup screen](#)Enroll New[Click here to navigate to the enrollment screen](#)Employee Data[Click here to navigate to the person lookup screen](#)Organization[Click here to navigate to the employer organization screen](#)

## Employer Maintenance

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

[Save](#) [Refresh](#) [View Images](#)

### Main Section

Organization Type : Employer

State TIN :

Federal TIN : 123123123

Preferred Communication : Email

Employer Pays Contribution for Service Purchase : No

Auto Post ER File : No

Health Care Vendor Organization Name :

Primary Email : RockyMtnHi@gmail.com

Employer Type : Other Local Government

\*County : Lewis and Clark

Status : Active

Reporting Method :

Employer Pays Interest For Service Purchase : No

Effective Date : 02/01/2019

End Date :

MPERA ID :

Status Effective Date : 02/01/2019

Employer Pays Interest For Workers Comp. : No

Primary Address : 1200 Rocky Mountain W

City Class :

### 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 : <input type="text"/>   | *County : Lewis and Clark <input type="button" value="▼"/> | End Date :  |
| Federal TIN : 123123123  | Status : Active  | MPERA ID :  |
| Preferred Communication : Email <input type="button" value="▼"/>               | Reporting Method :   | Status Effective Date : 02/01/2019  |
| Employer Pays Contribution for Service Purchase : No                           |  | Employer Pays Interest For Service Purchase : No                                  |
| Auto Post ER File : No   |  | Employer Pays Interest For Workers Comp. : No                                     |
| Health Care Vendor Organization Name :<br>Primary Email : RockyMtnHi@gmail.com |  | Primary Contact : Thomas Chong<br>Primary Phone : (406)555-1234                   |
|  |  | Primary Address : 1200 Rocky Mountain Way, Helena, Montana, 59601<br>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 | Effect     |
|--------------------------|------------|--------------|------------------------|---|--------------------------|--|----------------------|--------|------------|
| <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. ]

My Contact Refresh

## Information

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

## Contact Information

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

- Board Member/Superintendent  Business/Finance Officer
- GWPORS  HPORS
- Insurance Reporting  JRS
- Other  Payment
- PERS  SRS
- VFCA  Web User

## Management

EWP Access:  Initial Registration Date: 02/01/2019   
 ePass Username: Smokey Last Successful Login: 02/14/2019  
 Conditions Read Date: 02/14/2019

Add

## Role Name

Portal Access Manager

Maintain Employer Profile

Payroll Report Processor

Employee Information Processor



ERIC

Welcome!

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

Alerts &amp; 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
- Adjustment Summary
- Payment

Organization Information

- Messages
- Organization

Home

[ Previous Page Displayed. ]

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



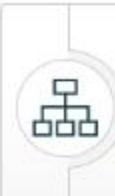
### Enroll New Employee

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”

The screenshot shows the homepage of the MPERA ERIC portal. On the left is a vertical navigation menu with the following items:

- Alerts & Messages
- Messages
- Employer Reporting
- Employer Report Summary
- Demographic Header
- Demographic Detail
- Enrollment Header
- Enrollment Detail (highlighted with a yellow box)
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by
- Covered Payroll Reporting by

The main content area has a header "Home" and a sub-header "[ Record displayed ]". It includes a welcome message and a brief description of activities. Below this are four main sections:

- Alerts & Messages**: Contains a link to "Click here to navigate to the message board screen to view messages".
- Employer Reporting**: Contains a link to "Click here to navigate to the Employer Reporting Summary lookup screen".
- Employee Data**: Contains a link to "Click here to navigate to the person lookup screen".
- Organization Profile**: Contains a link to "Click here to navigate to the employer maintenance screen".

On the right side of the main content area, there are three circular icons with arrows pointing up, each associated with a link:

- Upload File**: Click here to navigate to the upload file screen.
- Enroll New Employee**: Click here to navigate to the enrollment lookup screen.
- Organization Profile**: Click here to navigate to the employer maintenance screen.



ERIC

Welcome!

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

Messages

## Enrollment Lookup

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

## Criteria

SSN :   System : All Last Four Digits of SSN : Last Name : First Name : Middle Name : Enrollment Status : All Enrollment Submitted : All Error Message : All Reporting Source : All Employer Reporting Summary ID : Job Classification : All Employment Start Date From :  Employment Start Date To :  Employer Reporting Enrollment Header ID :  

## 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

## 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 :    
\*Last Name :  \*First Name :   
Name Suffix :  \*Date Of Birth :    
Marital Status :  International :   
\*Address Line 1 :  Address Line 2 :   
\*City :  \*State :    
Address Line 3 :  Zip Code/Plus 4 :    
Phone Number :  Phone Type :    
Email Address :  Email Type :    
Country :    
Reporting Source : Suppress Warnings :

## Enrollment Details

\*System : PERS  \*Job Classification :    
\*Employment Start Date :    
Comments :

## 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 : <b>Valid</b>   |
| *SSN : <input type="text" value="111-11-1112"/>  | Name Prefix : <input type="text"/>                      | Middle Name : <input type="text"/>   |
| *Last Name : MARIN                               | *First Name : CHEECH                                    | *Gender : <input checked="" type="checkbox"/> Male                         |
| Name Suffix: <input type="text"/>                | *Date Of Birth: <input type="text" value="01/01/1948"/> | Address Line 3 : <input type="text"/>                                      |
| Marital Status : <input type="text"/>            | International : <input type="checkbox"/>                | *Zip Code/Plus 4 : <input type="text" value="59602"/> <input type="text"/> |
| *Address Line 1 : 1 CALIFORNIA WAY               | Address Line 2 : <input type="text"/>                   | Country : United States of America <input type="text"/>                    |
| *City : HELENA                                   | *State : Montana <input type="text"/>                   | Reporting Source : Manual  |
| Phone Number : <input type="text"/>              | Phone Type : <input type="text"/>                       | Suppress Warnings : <input type="checkbox"/>                               |
| Email Address : <input type="text"/>             | Email Type : <input type="text"/>                       |  |

**Enrollment Details**

\*System :  \*Job Classification : PERS Member   
\*Employment Start Date :    
Member Contribution Rate : 7.90%



ERIC

Welcome!

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

## Alerts &amp; 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

**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.

PERIS ERIC

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

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

| 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         |

457 SDA File

Messages

Messages

Reporting

Report Summary

Header

Detail

Header

Detail

Header

Detail

Header

Detail

Records

File

Payroll Reporting by

Payroll Reporting by

Formation

receivable

edit Purchase

it Summary

## 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 : <input type="checkbox"/>    | Payroll Summary Status :            |
| No Payroll : <input type="checkbox"/> | Summary Submitted : <input type="checkbox"/> | File Name :                         |
| Submitted Date :                      | Paycycle Frequency : Monthly                 |                                     |
| Received Date : 02/14/2019            | Comments : <input type="text"/>              |                                     |

## 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 :



ERIC

User Welcome!

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

Messages



Messages

Employer Reporting

Employer Report Summary

graphic Header

graphic Detail

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I Header

I Detail

I File

Used Files

Used Records

DA File

ed Payroll Reporting by

ed Payroll Reporting by

I Information

e Receivable

e Credit Purchase

ment Summary

ent

## 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 | Posted Date :                                | Employer Reporting Summary Status : <b>Review</b> |
| Reporting Source : Manual             | Create Invoice : <input type="checkbox"/>    | Payroll Summary Status :                          |
| No Payroll : <input type="checkbox"/> | Summary Submitted : <input type="checkbox"/> | File Name :                                       |
| Submitted Date :                      | Paycycle Frequency : Monthly                 |   |
| Received Date : 02/14/2019            | Comments : <input type="text"/>              |   |

### 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

Welcome!

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

## 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

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

Payroll Header Status : Valid  
Employer Reporting Summary Status : Valid  
Posted Date :

Pay Date : 02/28/2019

Total Post-Tax EE Contributions : \$0.00

Total Pre-Tax EE Contributions : \$0.00  
Total Pre-Tax Service Purchase Amount : \$0.00  
Total ER 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

| <input type="checkbox"/> | 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



ERIC

Welcome!

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&amp; Messages



Messages

Employer Reporting

Employer Report Summary

Graphic Header

Graphic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Accessed Files

Accessed Records

SDA File

Entered Payroll Reporting by

Entered Payroll Reporting by

Financial Information

Accounts Receivable

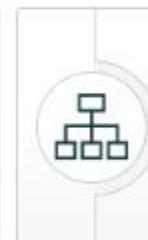
Service Credit Purchase

Adjustment Summary

## Home

[ Record displayed ]

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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](#)



ERIC

Welcome!

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

Alerts &amp; 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 :

Welcome!

9866 : HELENA CONSERVATION DISTRICT – Thomas Chong (Smokey)



## 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**

Welcome!

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



## 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**

|                          | 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          |                         |              |



ERIC

&amp; Messages



Messages

Employer Reporting

Employer Report Summary

Graphic Header

Graphic Detail

Inbound Header

Inbound Detail

Payroll Header

Payroll Detail

Read File

Processed Files

Processed Records

SDA File

Welcome!

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## 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

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 : Review

File Name : 2019-02-19-08-17-04\_JanPayroll9866.csv

Number Of Rows : 17

File Header ID : 448463

## Status Summary

| Status | Status Count |
|--------|--------------|
|--------|--------------|

|             |    |
|-------------|----|
| Unprocessed | 17 |
|-------------|----|

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## Employer Report Summary Lookup

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

## Criteria

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

## Search Results

|                          | 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    | N              | N         |             | Monthly             | Valid  |
| <input type="checkbox"/> | 70355 | 1           |              |                 | \$0.00                  | \$0.00                   | \$0.00                | 02/14/2019    | N              | N         |             | Monthly             | Valid  |



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## Alerts &amp; 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 | Posted Date :                                | Employer Reporting Summary Status : <b>Valid</b> |
| Reporting Source : Manual             | Create Invoice : <input type="checkbox"/>    | Payroll Summary Status : <b>Valid</b>            |
| No Payroll : <input type="checkbox"/> | Summary Submitted : <input type="checkbox"/> | 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](#) [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 |
|--------------------------|-------|------|------------|------------|------------|-------|



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Messages

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Report Summary

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Header

Detail

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Files

Records

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## 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 | Posted Date :                                | Employer Reporting Summary Status : <b>Valid</b> |
| Reporting Source : Manual             | Create Invoice : <input type="checkbox"/>    | Payroll Summary Status : Valid                   |
| No Payroll : <input type="checkbox"/> | Summary Submitted : <input type="checkbox"/> | File Name :                                      |
| Submitted Date :                      | Paycycle Frequency : Monthly                 |  |
| Received Date : 02/14/2019            | Comments :                                   |  |

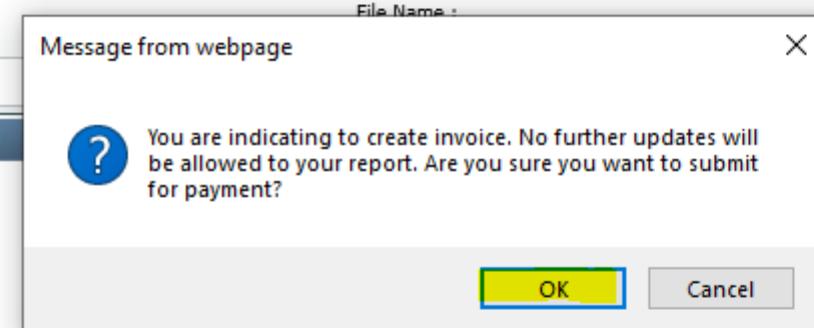
## Enrollment/Demographic Information

[Enrollment Information](#) [Demographic Information](#)

Total Enrollment Records : 2 Enrollment Header Status : Posted

[Open](#) [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            |
| <a href="#">Open</a> <a href="#">Void</a> <a href="#">New Payroll Header</a> |                          |                           |                  |                                 |                     |

[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 |
|--------------------------------|------|------------|------------|------------|-------|



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## 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

Reporting Source : Manual

Posted Date :

Employer Reporting Summary Status : Valid

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

| 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

| 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 : cv0703



ERIC

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

Welcome!

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## 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 Results

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

No records to display



ERIC

Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

I57 SDA File

Covered Payroll Reporting by

Covered Payroll Reporting by

Financial Information

Invoice Receivable

Service Credit Purchase

Adjustment Summary

Payment

Authorization Information

Messages

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## Payment Maintenance

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

### Payment Information

|   |   |   |
|---|---|---|
| Payment ID :  | Payment Status :  | Submitted : No  |
| Payment Date : <input type="text" value=" "/> / <input type="text" value=" "/> / <input type="text" value=" "/> <input type="button" value="Calendar"/> | Payment Method : ACH  | Submitted Date :  |
| Organization ID : 9866  | Bank Account No. : <input type="text" value=" "/> <input type="button" value="Down"/> | Account Type : <input type="radio"/> Checking <input type="radio"/> Savings |
| Check Number : <input type="text" value=" "/>   | 457 Payment : <input type="checkbox"/>  | Suppress Warnings : <input type="checkbox"/>                                |
| NSF : No  | Available Credit Memo Amount : \$0.00   | Remaining Payment Amount : \$0.00   |
| Pending Invoice Amount : \$0.00   | Included Credit Memo Amount : \$0.00  | Comment : <input type="text" value=" "/>                                    |
| Included Invoice Amount : \$0.00  |   |   |

\*  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 :

Messages

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## Payment Maintenance

Msg ID : 8 [ All changes successfully saved. ]

### 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

Submitted : No

Submitted Date :

Bank Account No. :  457 Payment : Account Type :  Checking  SavingsSuppress Warnings : 

Remaining Payment Amount : \$0.00

Comment : 

Available Credit Memo Amount : \$0.00

Included Credit Memo Amount : \$0.00

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 ID** **Receivable Type** **Invoice Balance Due** **Invoice Date** **Included in Remittance** **System** 269363 Payroll\$131.76 03/07/2019 

PERS

Create : cv0703

2/19/2019 8:43:30 AM

Modify : cv0703

2/19/2019 8:43:30 AM



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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  

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

|  | 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



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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 : <input type="text"/> <input type="button" value="Calendar"/> | Received Date To : <input type="text"/> <input type="button" value="Calendar"/> |
| Posted Date From : <input type="text"/> <input type="button" value="Calendar"/>   | Posted Date To : <input type="text"/> <input type="button" value="Calendar"/>   |
| Reporting Source : <input type="button" value="All"/>                             | Receivable Status : <input type="button" value="All"/>                          |
| Create Invoice : <input type="button" value="All"/>                               | Summary Submitted : <input type="button" value="All"/>                          |
| Employer Reporting Summary Status : <input type="button" value="All"/>            | Employer Reporting Summary ID : <input type="text"/>                            |
| *Paycycle Frequency : <input type="button" value="All"/>                          |   |

## Search Results

| 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           |              | <input type="button" value="2"/> | \$63.20                 | \$0.00                   | \$68.56               | 02/14/2019    | <input type="button" value="Y"/> | <input type="button" value="N"/> |             | Monthly             | Valid  |
| <input type="checkbox"/> 70355 | 1           |              |                                  | \$0.00                  | \$0.00                   | \$0.00                | 02/14/2019    | <input type="button" value="N"/> | <input type="button" value="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:

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## Payroll Detail Maintenance

[ Record displayed ]

**Messages**

**Payroll Information**

|                               |                              |                               |
|-------------------------------|------------------------------|-------------------------------|
| Payroll Header ID : 48451     | Payroll Header Type: PERS    | Payroll Header Status : Valid |
| ER Summary ID : 70356         |                              | ER Summary Status : Valid     |
| Reporting Frequency : Monthly | Received Date : 02/14/2019   | 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                               |
| Earnings : \$325.00000000                        | Pay Type : Regular Pay                           |
| Employee Contribution (Sys Calc) : \$0.00        | Pre-Tax Employee Contribution : \$0.00           |
| Employer Contribution (Sys Calc) : \$0.00        | Employer Contribution (Amount Reported) : \$0.00 |
| Hours : 32.0000                                  | Rate Type :                                      |
| Employment Status : Terminated                   | Employment Status Date : 02/19/2019              |
| Final Pay : <input checked="" type="checkbox"/>  | Termination of Employment Date : 02/19/2019      |
| Job Classification : OP Employee under 960 hours | Last Day Worked :                                |
|  | Comments :                                       |
|  | Rate : \$0.00000000                              |
|  | Suppress Warnings : <input type="checkbox"/>     |

**Service Purchase Detail**

**Delete**

**Service Purchase Type Pre-Tax Service Purchase Amount**

No records to display

**Errors**



# MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

[HOME](#)   [MEMBERS](#)   [RETIREE\\$](#)   [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 \(EIAC\)](#)



## 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!](#)

## EVENTS

## 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](mailto:mpera@mt.gov)- we are here to help!*