

# 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

Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions How Do I Feedback

ePass Montana Login Hide

State Employee Login Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one [here](#).

Login

Login with State Employee Account

Login with the username and password you use for the state network.

Login

TRY THE DEMO

[Login with OpenID](#)

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

[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](mailto: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

 **ERIC**

Welcome  
Employer Reporting and Information Center

### Employer Login



Username :

Password :

### 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

Home



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

[ 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... 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



Up

Click here to navigate to the u



Employer Reporting

Click here to navigate to the Employer Reporting Summary lookup screen



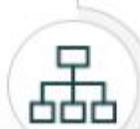
Enroll New

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 : Lewis and Clark <input type="text"/>	End Date :
Federal TIN : 123123123	Status : Active	MPERA ID :
Preferred Communication : Email <input type="text"/>	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

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 : <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 Way,H
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 Contact

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address	Email Address	Status	Effect
<input type="checkbox"/>	<b>9036</b>	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
<input type="checkbox"/>	<b>9037</b>	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

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. ]

Primary Contact Refresh

Information

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

Contact Information

Last Name :  Contact First Name :  Contact Middle Name :   
 Contact Prefix :  Contact Suffix :   
 Job Title :   
 Phone / Ext :  Alternate Phone/Ext :   
 E-Mail :  Fax Number :   
 Address :  Status :   
 Effective Date :  End Date :

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

Management

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

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
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- Payroll Detail
- Upload File
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- 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 MPERA Employer Reporting and Information Center (ERIC) portal. The left sidebar contains a navigation menu with the following items: Alerts & Messages, Messages, Employer Reporting, Employer Report Summary, Demographic Header, Demographic Detail, Enrollment Header, Enrollment Detail (highlighted in yellow), Payroll Header, Payroll Detail, Upload File, Processed Files, Processed Records, 457 SDA File, Covered Payroll Reporting by, and Covered Payroll Reporting by. The main content area is titled 'Home' and features a blue header with '[ Record displayed ]'. Below the header is a welcome message: '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:'. The main area is divided into six panels, each with an icon and a title: Alerts & Messages (message board icon), Upload File (upload icon), Employer Reporting (bar chart icon), Enroll New Employee (person icon, highlighted in yellow), Employee Data (person icon), and Organization Profile (organizational chart icon). Each panel includes a 'Click here to navigate to the...' link.

Messages

## Enrollment Lookup

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

### Criteria

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

### Search Results

<input type="checkbox"/>	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
- Reporting
- er Report Summary
- raphic Header
- raphic Detail
- ent Header
- ent Detail
- Header
- Detail
- File
- ed Files
- ed Records
- A File
- J Payroll Reporting by
- J Payroll Reporting by
- Information
- Receivable
- Credit Purchase
- ment Summary
- it
- ion Information
- es

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 :     Middle Name :

\*Last Name :     +First Name :     +Gender :

Name Suffix :     +Date Of Birth :     +Gender :

Marital Status :     International :

+Address Line 1 :     Address Line 2 :     Address Line 3 :

+City :     +State :     +Zip Code/Plus 4 :

Phone Number :     Phone Type :     Country :

Email Address :     Email Type :     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				

Messages

Reporting

Report Summary

Enrollment Header

Enrollment Detail

Payroll Reporting by

Payroll Reporting by

Enrollment Information

Enrollment Information

Enrollment Information

Enrollment Information

Enrollment Information

Enrollment Information



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%



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 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.

The screenshot displays the ERIC (Employer Reporting Information Center) interface. The top navigation bar includes the ERIC logo, the user's name 'Thomas Chong (Smokey)', and a 'Welcome!' message. The main content area is titled 'Employer Report Summary Lookup' and features a search criteria section with various filters and a search button. Below the search criteria, there is a 'Search Results' section with a table of results. The 'Copy Forward' button is highlighted in yellow.

**Criteria**

Received Date From:  Received Date To:

Posted Date From:  Posted Date To:

Reporting Source: All

Create Invoice: All

Receivable Status: 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

457 SDA File

Messages

# Employer Reporting Summary Maintenance

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

Save Refresh

Messages

Reporting

Report Summary

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Payroll

Files

Records

Payroll

Payroll Reporting by

## Employer Reporting Summary Information

Employer Reporting Summary ID :      Posted Date :      Employer Reporting Summary Status :  
 Reporting Source : Manual      Create Invoice :   
 No Payroll :       Summary Submitted :       Payroll Summary Status :  
 Submitted Date :      Paycycle Frequency : Monthly      File Name :  
 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



Messages

Employer Reporting

Employer Report Summary

Employer Reporting Summary Header

Employer Reporting Summary Detail

Employer Reporting Summary Header

Employer Reporting Summary Detail

Employer Reporting Summary Header

Employer Reporting Summary Detail

Employer Reporting Summary File

Employer Reporting Summary Files

Employer Reporting Summary Records

Employer Reporting Summary DA File

Employer Reporting Summary Payroll Reporting by

Employer Reporting Summary Payroll Reporting by

Employer Reporting Summary Information

Employer Reporting Summary Receivable

Employer Reporting Summary Credit Purchase

Employer Reporting Summary Payment Summary

Employer Reporting Summary Print

## 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 : **Review**  
 Reporting Source : Manual      Create Invoice :   
 No Payroll :       Summary Submitted :       Payroll Summary Status :  
 Submitted Date :      Paycycle Frequency : Monthly      File Name :  
 Received Date : 02/14/2019      Comments :

### 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	Header Type : PERS	Payroll Header Status : <b>Valid</b>
Employer Reporting Summary ID : <u>70356</u>	File Name :	Employer Reporting Summary Status : Valid
Total Detail Records :	Received Date : 02/14/2019	Posted Date :
Payroll Start Date : <input type="text" value="02/01/2019"/> x	Payroll End Date : <input type="text" value="02/28/2019"/>	Pay Date : <input type="text" value="02/28/2019"/>
Total Earnings: \$325.00	Total Pre-Tax EE Contributions : \$0.00	Total Post-Tax EE Contributions : \$0.00
Total Contributable Earnings : \$0.00	Total Pre-Tax Service Purchase Amount : \$0.00	
Suppress Warnings : <input type="checkbox"/>	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

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	<input type="text" value="\$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

Roll Header

Roll Detail

Upload File

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Processed Records

SDA File

Entered Payroll Reporting by

Entered Payroll Reporting by

Financial Information

Invoice Receivable

Invoice Credit Purchase

Statement Summary

# Home

[ Record 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



Alerts & Messages



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Enrollment Detail

Payroll Header

Payroll Detail

Upload File

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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		



Welcome!

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



- Messages
- Messages
- Employer Reporting
- Employer Report Summary
- Geographic Header
- Geographic Detail
- Payment Header
- Payment Detail
- Bill Header
- Bill Detail
- Upload File
- Uploaded Files
- Uploaded Records
- SDA File

## Processed Files Maintenance

[ Record displayed ]

### File Details

File Type : Employer Reporting Inbound file      Status : Review  
 Original File Name : JanPayroll9866.csv      File Name : 2019-02-19-08-17-04\_JanPayroll9866.csv  
 Processed Date : 2/19/2019 8:17:27 AM      Number Of Rows : 17  
 Cycle Number :      File Header ID : 448463

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





Alerts & Messages



Messages

Employer Reporting

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- Demographic Header
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- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File

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 : **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 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



### 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 :  
 Reporting Source : Manual      Create Invoice :   
 No Payroll :       Summary Submitted :   
 Submitted Date :      Paycycle Frequency : Monthly  
 Received Date : 02/14/2019      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

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?



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
- 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 : <b>Valid</b>
Reporting Source : Manual	<b>Create Invoice</b> : <input checked="" 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 : <input type="text"/>	

**Enrollment/Demographic Information**

**Enrollment Information**

Demographic Information

Total Enrollment Records : 2    Enrollment Header Status : Posted

<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	\$0.00	\$131.76

<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



ERIC

Welcome!

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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

## 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

<input type="checkbox"/>	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

157 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!

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# Payment Maintenance

Msg ID : 8 [ All changes successfully saved. ]

Save Refresh Void

## Payment Information

Payment ID : 32192	Payment Status : Review	Submitted : No
Payment Date : <input type="text" value="02/19/2019"/>	Payment Method : ACH	Submitted Date :
Organization ID : 9866	Bank Account No. : <input type="text"/>	Account Type : <input type="radio"/> Checking <input type="radio"/> Savings
Check Number : <input type="text"/>	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 : \$131.76	Included Credit Memo Amount : \$0.00	Comment : <input type="text"/>
Included Invoice Amount : \$0.00	Include All Credit Memo(s) : <input type="checkbox"/>	
Include All Invoice(s) : <input type="checkbox"/>		

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 type="checkbox"/>	PERS

Create : cv0703 2/19/2019 8:43:30 AM Modify : cv0703 2/19/2019 8:43:30 AM



Welcome!

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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 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



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

<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	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:

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

Payroll Detail Maintenance

[ Record displayed ]

Refresh

**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	First Name : PEEWEE
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	Post-Tax Employee Contribution : \$0.00
Employer Contribution (Sys Calc) : \$0.00	Employer Contribution (Amount Reported) : \$0.00	Comments :
Hours : 32.0000	Rate Type :	Rate : \$0.00000000
Employment Status : Terminated	Employment Status Date : 02/19/2019	Rate :
Final Pay : <input checked="" type="checkbox"/>	Termination of Employment Date : 02/19/2019	Last Day Worked :
Job Classification : OP Employee under 960 hours		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](#)[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](mailto:mpera@mt.gov) - we are here to help!