



Employer Portal Wage & Contribution Manual

1

12/15/2022

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Data Collection Portal Process Steps

Data Collection Creation: The user sets the configuration, Employer code, Pension Plan and dates. The DC name is automatically generated with the following format: *ERCode - Wages and Contributions – StartDate*
Ex: 2000 - Wages and Contributions - 07/28/2022 - 3

Initial Data Entry: The user defines the information that will be part of the data collection. Here the payroll coordinator can upload a pre-existing file (using the current format), manually enter data using the data input summary form, or enter the information using the excel template provided. Here you can download any previous pay period as your data file collection. Synchronization is the first data validation for your file. It validates the file's structure and the format of its data. The user will not be able to move to the next step if the file is not validated. The system will inform the user of the errors, if any, that occurred.

After the data entry, the user will have to Validate the data which will bring him to the Validate Member Data screen.

Data Collection Portal Process Steps

Action Definition:

- For the data collection to get completed an action must be taken for each warning and error.
- Please note that every action is defined at the member level or at the validation message level. The system tries to see if there is an action that can be performed, for the affected members, in order to complete the process, or if some actions conflict with each other.
- If the user can not apply corrections to the data, there are some alternatives that can be considered:
 - Load the member's information despite the warnings (approve with explanation).
 - Call ERSRI to help with correcting the errors.

Data Collection Completion: Once all the validations have been successfully performed, the data is ready to be submitted into the system

EMPLOYER PORTAL LOG-IN PAGE



Sign In

[Need help?](#)

User ID:

Password:

[Forgot your password?](#)

Sign in

Enter your email address (as the user ID) and password as provided.

If you fail to provide the correct information on the third try, you will be locked out of the Portal.

Welcome to the Employer Portal

ERSRI | Employees' Retirement System of Rhode Island

Go to ersri.org | Welcome MasterClient | Sign Out

Data & Payroll Submissions 53

- 2000 - Wages and Contributions - 07/28/2022 - 3 Action definition
- 2000 - Wages and Contributions - 07/28/2022 - New Hire Action definition
- 2000 - Wages and Contributions - 07/28/2022 - New Hire Initial Data Entry
- 2000 - Wages and Contributions - 07/24/2022 - 1 Submitted for Message Validation
- 2000 - Post-Retirement Employment - 0 7/24/2022 - DDF Initial Data Entry

Find A Participant

To update participant information, first find the participant by searching using one or more of the terms below:

SIN / Last Name

My ERSRI Team

Client Services
(401) 462-7600
569-123-5643

Documents & Reports

- D0000sta - Transaction summary report - 2000 (ERSRI) 08/01/2022
- D0000val - Public validation report - 2000 (ERSRI) 08/01/2022

Account Summary

- Type for an employer
- Outstanding Invoices
- Unapplied Credits

User Administration Tool

Melissa Watkins Employer User	Last login
Maureen Ward Employer User	Last login
Leona D'Elippo Employer User	Last login

EMPLOYER PORTAL Dashboard

Welcome to the Employer Portal

ERSRI | Employees' Retirement System of Rhode Island

1 Data & Payroll Submissions

2 Data & Payroll Submissions

Account Summary

From the Toggle menu, select “Business Functions” → “Data & Payroll Submissions” → “Create Data Collection”.

Business Functions / Data & Payroll Submissions

Data & Payroll Submissions

3 Create Data Collection

New Data Collection Information

- Choose the Configuration “Wage and Contribution” from the drop-down menu
- Enter the Employer Code for the Collection
- Choose the appropriate Plan Code
- Enter the Pay Period start date
- Enter the Pay Period end date
- Data Collection Name is automatically generated but you can edit it.
- Click on “Save and Continue”

Business Functions / Data & Payroll Submissions

Create Data Collection

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

New Data Collection Information

Configuration:*

Employer Code:*

Pension Plan:*

Start Date:* End Date:*

Data Collection Name:*

* Mandatory fields

Progress Summary

2. Add member data: Upload a file or enter data manually. When available, you can also Import or download from completed data collection to enter data. Validate and correct any input level exceptions.

3. Validate member data: Validate the data and resolve any member data exceptions.

4. Review and submit: Check data summaries and submit member data to ERSRI.

Business Functions / Data & Payroll Submissions
Data & Payroll Submissions

Create Data Collection

View: In Progress ▾

Employer Code ▾	Plan ▾	Configuration ▾	Data Collection Name ▾	Status	↻
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/26/2022 - TR	Initial Data Entry	
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/04/2022 - 1	Initial Data Entry	
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 06/27/2022 - 2	Initial Data Entry	
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 03/01/2022 - 1	Initial Data Entry	
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 01/01/2022 - 1	Initial Data Entry	
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 06-06-2022 - Email_Last	Action definition	
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 01-01-2020 - defect size	Initial Data Entry	
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 16-05-2022 - 1	Action definition	
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - defect334	Action definition	
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 19-04-2022 - 1	Initial Data Entry	

⏪ < 1 of 3 > ⏩

2000 - Wages and Contributions - 07/26/2022 - TR

Employer Code: 2000
 Plan: ERS
 Employer Name: State
 Configuration: Wages and Contributions
 Data Collection Name: 2000 - Wages and Contributions - 07/26/2022 - TR
 Start Date: 07/26/2022
 End Date: 08/02/2022
 Status: Initial Data Entry
 Case ID: CAS-533645-W6F0
 Processed by: masterclientadmin@morneaushepell.com

Data Entry Summary

No Files.

Manual Entry: 0

Total Records

Total Members Records: 0

Members Without Exceptions: 0

Members With Errors: 0

Members With Warnings: 0

View / Edit Data Collection

At this screen, The status of the newly created DC is “Initial Data Entry,” Highlight the DC name and click on View/Edit Data Collection. Then click on “Upload File” for the File Upload screen to appear. You can upload one org at a time, but you can choose multiple pay periods or choose to load your regular group and the corresponding 20+ group at the same time.

Options for loading data for Wage and Contributions


A. File Input [\(continue to page 10\)](#)

You have created a file, or one has been provided to you by an outside payroll source for the pay period you are reporting, and the file is either a .txt, .adj, or .rgl.

B. Import / Download from Completed Collection [\(continue to page 30\)](#)

This is like what was previously called “Get Template with Data”. Here you are creating a .csv file, which is exporting payroll information from each member's file for the pay period before or any previous pay period. Or you can import it directly into the portal and make changes to the records by using the template.

There are two ways: → Import Data



→ Download File



C. Manual Input [\(Continue on page 28\)](#)

This can be used to enter information for a member who is not in the data file you have already prepared for loading. It can be used to load anything that you would normally load in a data collection. This must be done prior to validating the file.

Data Collection Method Selection Input Screen

2000 - Wages and Contributions - 07/26/2022 - TR

Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the [Add Record](#) feature or upload data from a file via [Upload File](#).

+ Add Record **Upload File** **Import from Completed Collection** **Download from Completed Collection** View : All ▾

C **A** **B**

Social Security Number ▾ Last Name ▾ First Name ▾ Actions

No Results Found.

Validate

File Summary No files

No Files.

Upload File

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Additional Information

To add data to this collection, select **Add Manual Entry** to manually add data for an individual member, or select **Upload File** to upload a file or use the **File Builder**. If available, use the buttons **Import from completed** or **Download from completed** to enter data from completed data collection.

Input errors

You must correct all input errors (if applicable) before continuing to the validation process.

Once all data has been provided and all input errors have been corrected you can select **Validate** to validate the data.

Important! Please ensure that all data has been provided (entered manually or imported) before selecting **Validate**.

Business Functions / Data & Payroll Submissions
2000 - Wages and Contributions - 07/26/2022 - TR Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

Select the files that contain the data you want to add into the data collection.

[Download a template file \(.CSV\)](#)

DROP files here
OR
[Select files from your computer](#)

Accepted files: .CSV, .TXT, .DAT, .ADJ, .RGL Maximum file size 10,240.00MB Maximum number of files : 5

Uploaded Files

No Files.

Import

Back to listing

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

At this screen, click on “Select files from your computer” to upload your data collection. Acceptable files are: .csv, .txt, .dat, .adj, and .rgl. Choose the file to upload from your data directory library.

Business Functions / Data & Payroll Submissions
2000 - Wages and Contributions - 07/26/2022 - TR Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

Select the files that contain the data you want to add into the data collection.

[Download a template file \(.CSV\)](#)

DROP files here
OR
[Select files from your computer](#)

Accepted files: .CSV, .TXT, .DAT, .ADJ, .RGL Maximum file size 10,240.00MB Maximum number of files : 5

Uploaded Files

WC_Template_File1.csv
Ready to import

Type:
Wages and Contributions

Import

Back to listing

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Once the file uploaded, click the blue “Import” button. Using the W&C configuration, only .adj and .rgl formatted files are accepted.



Synchronization In Progress





Please wait or return to your dashboard. You can check the status of your data collection in the data collection listing.

Once clicking on “Import”, synchronization will start. This validates the file for any input errors such as number fields with characters or required fields not populated, etc.

Business Functions / Data & Payroll Submissions
1441 - Wages and Contributions - 07/26/2022 - TR Status: Initial Data Entry



1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

+ Add Record **Upload File** **Import from Completed Collection** **Download from Completed Collection** View: All -

Social Security Number	Last Name	First Name	Actions
 [blurred]	JuliNew	Enrollment1	
 [blurred]	JuliNew	Enrollment2	

Validate

File Summary 1 file

 **DESSTEPS_26952_WC_Template-New_Enrollment.csv** 

File Synchronized with Error(s) [View Report](#)

3 members imported 3 members with error(s)

Upload File

Progress Summary

Next steps

3. Validate member data. Validate the data and resolve any member data exceptions.
4. Review and submit. Check data summaries and submit member data to ERSRI.

Additional Information

To add data to this collection, select Add Manual Entry to manually add data for an individual member, or select Upload File to upload a file or use the File Builder. If available, use the buttons Import from completed or Download from completed to enter data from completed data collection.

Input errors

You must correct all input errors (if applicable) before continuing to the validation process.

Once all data has been provided and all input errors have been corrected you can select Validate to validate the data.

Important! Please ensure that all data has been provided (entered manually or imported) before selecting Validate.

Here, the user will have to correct all the input errors before continuing to the validation process. In this example, there are two members with errors.

Business Functions / Data & Payroll Submissions
 1441 - Wages and Contributions - 07/26/2022 - TR Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

+ Add Record Upload File Import from Completed Collection Download from Completed Collection View: All

Social Security Number	Last Name	First Name	Actions
	JULNEW	Enrollmen1	
	JULNEW	Enrollmen2	

Member Summary

Social Security Number: [Redacted]
 Last Name: JULNEW
 First Name: Enrollmen1

3 errors

- Please provide the field StatusCode because it is mandatory.
- Please provide the field StatusDate because it is mandatory.
- The Reported Wage Code 01 is invalid for July 1st through August 14th for certified teacher organizations. Use an 05 wage code (contributions - no service) to post records without service credit during this time period. Please validate and correct the information if necessary.

Actions **Edit**

The user highlights the member line to see all the errors related to it in the “Member Summary” page and clicks on “Edit” to fix the missing information.

Business Functions / Data & Payroll Submissions
 1441 - Wages and Contributions - 07/26/2022 - TR Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Please provide the field StatusCode because it is mandatory.
 Please provide the field StatusDate because it is mandatory.
 The Reported Wage Code 01 is invalid for July 1st through August 14th for certified teacher organizations. Use an 05 wage code (contributions - no service) to post records without service credit during this time period. Please validate and correct the information if necessary.

Keys fields

Social Security Number* [Redacted]

Organization Code* 1441

Begin Date* 07/26/2022

End Date* 06/02/2022

Employee personal information

Last Name* JULNEW

First Name* Enrollmen1

Middle Initial

Birth Date* 01/15/1962

Sex Code* F

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
 4. Review and submit: Check data summaries and submit member data to ERSRI.

Additional Information

Complete all mandatory fields (*) and select Save to continue.

Select Cancel to go back to the data collection listing without saving. Cancel will remove/delete the unsaved data.

Input errors

You must correct all input errors (if applicable) before continuing to the validation process.

Save **Cancel**

The user corrects the data and click on “Save”.

[+ Add Record](#) [Upload File](#) [Import from Completed Collection](#) [Download from Completed Collection](#)

View: All

Validate

Social Security Number	Last Name	First Name	Actions
[REDACTED]	JullView	Enrollment1	[Icon]
[REDACTED]	JullView	Enrollment2	[Icon]

File Summary 1 file

0818STEP01_2022_WC_Template-New Enrollment.csv
File Synchronized - View Report
[Icon]

Upload File

Progress Summary

Next steps
3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Additional Information

To add data to this collection, select **Add Manual Entry** to manually add data for an individual member, or select **Upload File** to upload a file or use the **File Builder**. If available, use the buttons **Import from completed** or **Download from completed** to enter data from completed data collection.

Input errors
You must correct all input errors (if applicable) before continuing to the validation process.
Once all data has been provided and all input errors have been corrected you can select **Validate** to validate the data.
Important! Please ensure that all data has been provided (entered manually or imported) before selecting **Validate**.

After correcting all the information, the file is now synchronized with no errors. The user will click on the “Validate” button, which will validate the data and resolve any member data exceptions.



Your data entries are being validated.

Please wait or return to your dashboard. Its completion will be confirmed by email.

Social Security Number	Last Name	First Name	Actions
2 [redacted]	JuliNew	Enrollment1	
2 [redacted]	JuliNew	Enrollment2	

Validate
Continue

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %

View Filter Action Required ▾

Complete Member Errors 2

- The employer contributions provided do not represent the percentage that the employer should ...
- The federally funded contributions provided do not represent the percentage that the employee ...

2 members 2 members with errors No member with warnings No member without exceptions

Progress Summary

Next steps
4. Review and submit: Check data summaries and submit member data to ERSRI.

Additional Information



To submit member record data, please resolve all errors and warnings (if applicable).

Sorting errors and warnings
You can filter your listing by error or warning type. Change the View filter drop-down menu to Action required. Then choose the error(s) and/or warning(s) to see the corresponding member records.

Approving warnings
You can resolve a warning by selecting Approve warning and providing an explanation or a predefined reason, if available.

Postponing or rejecting records
You can Postpone or Reject records that you do not want to submit as part of this data collection. All postponed member records will have all associated information copied into a new data collection. All rejected member records will be deleted.

At the Validate Member Data step when the status is “Action Definition”, validation errors will appear, if any. For example, there are two members with a “Complete Member Errors”. Highlight the member line to see all the errors related to it in the “Member Summary” page.

Social Security Number	Last Name	First Name	Actions
	Julliew	Enrolment1	
	Julliew	Enrolment2	

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %



Member Summary ✕

Severity: Complete Member Error
Error ID: 5272
Message: The employer contributions provided do not represent the percentage that the employer should be providing. Please validate and correct the information.

1/2 ◀ ▶

View Member Data

This screen shows the validation errors. For example, there are two members who require review of their Employer contributions and federally funded contributions. Click “View Member Data” to view the details and edit the record.

Social Security Number	Last Name	First Name	Actions
	Julliew	Enrolment1	
	Julliew	Enrolment2	

Quality Ratio

Current Quality Ratio: 0 % Target: 100 %

Member Summary ✕

Severity: Complete Member Error
Error ID: 5272
Message: The employer contributions provided do not represent the percentage that the employer should be providing. Please validate and correct the information.

1/2 ◀ ▶

View Member Data

Keys fields	
Social Security Number*	<input type="text"/>
Organization Code*	1441
Begin Date*	07/26/2022
End Date*	08/02/2022

Employee personal information	
Contact Information	
Employment and membership information	
Financial information	

Actual Units	<input type="text"/>
Base Units	<input type="text"/>
Number of Paid Days	<input type="text"/>
Reported Wage Code*	Contributions - No service
Employer Reported Wage*	1754.15
Employee Contributions	133.28
Employer Contributions	263.82
Employee Survivor Benefits	<input type="text"/>
Employer Survivor Benefits	<input type="text"/>
Federally Funded Contributions	470.91
Federally Funded Wage	1800.12

Save and Validate

Cancel

Member Summary

Severity:	Complete Member Error
Error ID:	5272
Message:	The employer contributions provided do not represent the percentage that the employer should be providing. Please validate and correct the information.

1 / 2

Member Summary

Severity:	Complete Member Error
Error ID:	8074
Message:	The federally funded contributions provided do not represent the percentage that the employee should be providing. Please validate and correct the information.

2 / 2

Here, the user corrects the Employer Contributions & Federally Funded Contributions in order to fix the error (ID 5272, ID 8074). Once completed, the user will click on “Save and Validate”.

Business Functions / Data & Payroll Submissions
1441 - Wages and Contributions - 07/26/2022 - TR

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Status: Action definition

Social Security Number	Last Name	First Name	Actions
No Results Found.			

Validate **Continue**

Quality Ratio

Current Quality Ratio: 100 % Target: 100 %

View Filter Action Required ▾

No action required

2 members No member with errors No member with warnings 2 members without exceptions

Progress Summary

Next steps
4. Review and submit. Check data summaries and submit member data to ERSRI.

Additional Information

To submit member record data, please resolve all errors and warnings (if applicable).

Sorting errors and warnings
You can filter your listing by error or warning type. Change the View filter drop-down menu to Action required. Then choose the error(s) and/or warning(s) to see the corresponding member records.

Approving warnings
You can resolve a warning by selecting Approve warning and providing an explanation or a predefined reason, if available.

Postponing or rejecting records
You can Postpone or Reject records that you do not want to submit as part of this data collection. All postponed member records will have all associated information copied into a new data collection. All rejected member records will be deleted.

The user clicks on “Continue” since no more blocking errors are showing up. This action will bring him to the last step which is “Review & Submit”.

Business Functions / Data & Payroll Submissions
1441 - Wages and Contributions - 07/26/2022 - TR

1. Definition 2. Add Member Data 3. Validate Member Data 4. **Review & Submit**

Status: Action definition

Data Collection Summary

Employer Code*	1441	Start Date*	07/26/2022
Plan*	ERS	End Date*	08/02/2022
Configuration*	Wages and Contributions	Case ID.	CAS-533646-L350
Data Collection Name**	1441 - Wages and Contributions - 07/26/2022 - TR		

Data Entry Summary

File Uploads: DESSTEPS_26952_WC_Template-New Enrollment.csv 2 members imported

General Information	Members Statuses
Manual Entries	0 Without Exceptions
Total Members Records	2 With Errors
	0 With Warnings

Members Actions

Ready For Load:	2
Validation Required:	0
Approved Warnings:	0
Rejected:	0

Reports

- Transactions report: D0000tra.XLS
- Transactions summary report: D0000sta.XLS
- Membership reconciliation: D0000Mem.XLS
- Public validation summary: D0000val.XLS
- Control Report: D0000ch.XLS
- Updated fields report: D0000upd.XLS

Submit

Quality Ratio

Current Quality Ratio: 100 % Target: 100 %

Progress Summary

You are currently viewing the last step of the data collection process prior to submission.

Additional Information

Review the data collection details you have entered.

You must resolve all errors and warnings before you can submit your data collection.

Make sure to check your quality ratio before submitting your Data collection.

When you are finished, select Submit.

Submit

Final validation and submission of the data collection may take a while. You can check the status of your data collection in the data collection listing

Confirm **Cancel**

In this step, the user will review the data collection details entered and check the quality ratio before submitting the data collection. Once done, the user will click on “Submit” then the “Confirm” button.

Business Functions / Data & Payroll Submissions
Data & Payroll Submissions

Create Data Collection

Employer Code	Plan	Configuration	Data Collection Name	Status
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 07/26/2022 - TR	Submitted for Completion
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/26/2022 - TR	Action definition
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/04/2022 - 1	Initial Data Entry
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 06/27/2022 - 2	Initial Data Entry
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 03/01/2022 - 1	Initial Data Entry
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 01/04/2022 - 1	Initial Data Entry
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 06-06-2022 - Email_Last	Action definition
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 01-01-2020 - defect size	Initial Data Entry
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 16-05-2022 - 1	Action definition
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - defect334	Action definition

View: In Progress

1441 - Wages and Contributions - 07/26/2022 - TR

Employer Code: 1441
Plan: ERS
Employer Name: Providence School Dept
Configuration: Wages and Contributions
Data Collection Name: 1441 - Wages and Contributions - 07/26/2022 - TR
Start Date: 07/26/2022
End Date: 06/02/2022
Status: Submitted for Completion
Case ID: CAS-533646-L350
Processed by: masterclientadmin@morroneustepell.com

Data Entry Summary

DESSTEPS_26952_VC_Template-New Enrollment.csv
File Synchronized
2 members imported

Manual Entry: 0

Total Records

Total Members Records: 2
Members Without Exceptions: 2
Members With Errors: 0
Members With Warnings: 0

View / Edit Data Collection

The Data Collection status is now “Submitted for Completion” and is visible under the “In Progress” view.

Business Functions / Data & Payroll Submissions
Data & Payroll Submissions

Create Data Collection

Employer Code	Plan	Configuration	Data Collection Name	Status
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 07/26/2022 - TR	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 06/27/2022 - NegContribution	Completed
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 06-06-2022 - Test_Email_CP	Completed
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 06-06-2022 - TEST_Email	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 02-05-2022 - 5	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 02-05-2022 - 4	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 02-05-2022 - 2	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 02-05-2022 - 1	Completed
1381	ERS	Wages and Contributions	1381 - Wages and Contributions - Test Wm 2	Completed
1381	ERS	Wages and Contributions	1381 - Wages and Contributions - 27-03-2022 - Wm Test 13926	Completed

View: Completed

The Data Collection status is now “Submitted for Completion” and disappeared from the “In Progress” view. It is now visible under the “Completed” view.

Reports on the Review & Submit Step

Business Functions / Data & Payroll Submissions
1441 - Wages and Contributions - 07/26/2022 - TR Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data **4. Review & Submit**

Data Collection Summary				Submit	
Employer Code*	1441	Start Date*	07/26/2022		
Plan*	ERS	End Date*	08/02/2022		
Configuration*	Wages and Contributions	Case ID:	CAS-533646-L350		
Data Collection Name*	1441 - Wages and Contributions - 07/26/2022 - TR			Quality Ratio	
				Current Quality Ratio: 100 % Target: 100 %	
Data Entry Summary				Progress Summary	
File Uploads:	DESSTEPS_26952_WC_Template-New Enrollment.csv			You are currently viewing the last step of the data collection process prior to submission.	
				Additional Information	
				Review the data collection details you have entered. You must resolve all errors and warnings before you can submit your data collection. Make sure to check your quality ratio before submitting your Data collection. When you are finished, select Submit.	

General Information		Members Statuses	
Manual Entries:	0	Without Exceptions:	2
Total Members Records:	2	With Errors:	0
		With Warnings:	0
Members Actions			
Ready For Load:	2		
Validation Required:	0		
Approved Warnings:	0		
Rejected:	0		
Reports			
Transactions report: D0000ra.XLS			
Transactions summary report: D0000sta.XLS			
Membership reconciliation: D0000Mov.XLS			
Public validation summary: D0000Val.XLS			
Control Report: D0000cr.XLS			
Updated fields report: D0000upd.XLS			



Here is the list of your available excel spreadsheets. The following slides will show an example and give a brief description.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Severity	Message ID	Message	Record	Field	SSN	First name	Last name	Employee no	Employer	Pension plan	Group	Status	Approval Status
Complete	5272	The employer contributions provided do not represent the percentage that the employer should be providing. Please validate and correct the information.	Contribution Event			MemberSmoka1	MemberSmoka1		2000	ERS	B3	Active	Pending approval
Participant Error													
Complete	5272	The employer contributions provided do not represent the percentage that the employer should be providing. Please validate and correct the information.	Contribution Event			MemberSmoka2	MemberSmoka2		2000	ERS	B3	Active	Pending approval
Participant Error													



The D0000Val report contains the business/input validation messages generated during the execution of the load, classified by severity level.

Client name	ERSRI
Summary of	1441 - Wages and Contributions - 07/26/2022 - TR (CAS-533646-L3S0)
Employer # / Name	1441 Providence School Dept.
Pension plan	ERS
File name	DESSTEPS_26952_WC_Template-New Enrollment.csv
File status	Validation
Total records processed	2

Processed		
Additional Salary Event FEDFNW Amount	3600.24	
Contribution Event DOE Amount	390.12	
Contribution Event EMPER Amount	527.64	
Contribution Event FEDFND Amount	941.82	
Contribution Event REGUL Amount	266.56	
Payroll Event Earned salary	7108.54	

The D0000sta report contains the transaction totals by type of transaction.

Participation Reconciliation

Message	SSN	First name	Last name	Employee no	Pension plan	Group	Employer	Status
Creation of a new employment for a new member.	██████████	Enrollment1	JulNew		ERS	TB3	1441	A
Creation of a new membership for a new member.	██████████	Enrollment1	JulNew		ERS	TB3	1441	A
Please note that a member's membership status has changed to "A" on 8/2/2022.	██████████	Enrollment1	JulNew		ERS	TB3	1441	A
Please note that a member's membership sub-status has changed to "REG" on 8/2/2022.	██████████	Enrollment1	JulNew		ERS	TB3	1441	A
Creation of a new employment for a new member.	██████████	Enrollment2	JulNew		ERS	TB3	1441	A
Creation of a new membership for a new member.	██████████	Enrollment2	JulNew		ERS	TB3	1441	A
Please note that a member's membership status has changed to "A" on 8/2/2022.	██████████	Enrollment2	JulNew		ERS	TB3	1441	A
Please note that a member's membership sub-status has changed to "REG" on 8/2/2022.	██████████	Enrollment2	JulNew		ERS	TB3	1441	A

The D0000mov report contains the list of status changes resulting from the data received in the file.

Severity	Message	Record	Field	Provided value	Previous Ariel value	Resulting Ariel value	SSN	First name	Last name	Employee no	Employer	Pension plan	Group	Status
----------	---------	--------	-------	----------------	----------------------	-----------------------	-----	------------	-----------	-------------	----------	--------------	-------	--------

The D0000upd report shows the list of updated fields, showing the value in the file and the previous value if there is any.

Transaction status	Record	Field	Code	Value	Start date	End date	Target period	Payment date	SSN	First name	Last name	Employee no	Employer	Pension plan	Group	Status
Processed	Additional Salary Event	Amount	FEDFNV	1,806.12	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Additional Salary Event	Amount	FEDFNV	1,806.12	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	DOE	195.06	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	FEDFND	470.91	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	EMPER	263.82	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	REGUL	133.29	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	DOE	195.06	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	FEDFND	470.91	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	EMPER	263.82	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Contribution Event	Amount	REGUL	133.29	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Payroll Event	Earned salary		1,754.85	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Payroll Event	Earned salary		1,806.12	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment1	JulNev	5441	ERS	TB3		Active
Processed	Payroll Event	Earned salary		1,754.85	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active
Processed	Payroll Event	Earned salary		1,806.12	8/2/2022	8/2/2022	8/15/2022	8/2/2022		Enrollment2	JulNev	5441	ERS	TB3		Active

The D0000tra contains the list, sorted by member, of all the transactions (in detail) resulting from the processing of the data file.

Severity	Message ID	Message	Record	Field	SSN	First name	Last name	Employee no	Employer	Pension plan	Group	Status
Information	9675	A record has been created.	Ad Hoc Data			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Ad Hoc Data			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Additional Salary Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Additional Salary Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Address			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Address			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Contribution Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Employment			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Employment			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Participation			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Participation			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created. (Field(s): Participation Status = A)	Participation Status			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created. (Field(s): Participation Sub-status = REG)	Participation Status			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created. (Field(s): Participation Status = A)	Participation Status			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created. (Field(s): Participation Sub-status = REG)	Participation Status			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Payroll Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Payroll Event			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Payroll Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Payroll Event			Enrollment2	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Person			Enrollment1	JulNew		ERS	TB3		Active
Information	9675	A record has been created.	Person			Enrollment2	JulNew		ERS	TB3		Active

The D0000ctl is the copy of the processed input data file.

Manual entry of a record

Business Functions / Data & Payroll Submissions

1441 - Wages and Contributions - 07/26/2022 - ManualEntry

Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.

[+ Add Record](#) [Upload File](#) [Import from Completed Collection](#) [Download from Completed Collection](#) View: All

Social Security Number	Last Name	First Name	Actions
No results found.			



Click on "+ Add Record"

Validate

File Summary No files

No Files.

[Upload File](#)

Progress Summary

Next steps

3. Validate member data. Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Additional Information

To add data to this collection, select Add Manual Entry to manually add data for an individual member, or select Upload File to upload a file or use the File Builder. If available, use the buttons Import from completed or Download from completed to enter data from completed data collection.

Input errors

You must correct all input errors (if applicable) before continuing to the validation process.

Once all data has been provided and all input errors have been corrected you can select Validate to validate the data.

Important! Please ensure that all data has been provided (entered manually or imported) before selecting Validate.

Keys fields	
Social Security Number*	<input type="text"/>
Organization Code*	<input type="text"/>
Begin Date*	<input type="text"/>
End Date*	<input type="text"/>
Employee personal information	
Last Name*	<input type="text"/>
First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Birth Date*	<input type="text"/>
Sex Code*	<input type="text"/>
Contact Information	
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
Employment and membership information	
Status Date (MMDDYYYY)	<input type="text"/>
Status Code*	<input type="text"/>
Position Code*	<input type="text"/>
Appropriation Account Number	<input type="text"/>
Financial information	
Actual Units	<input type="text"/>
Base Units	<input type="text"/>
Number of Paid Days	<input type="text"/>
Reported Wage Code*	<input type="text"/>
Employer Reported Wage*	<input type="text"/>
Employee Contributions	<input type="text"/>
Employer Contributions	<input type="text"/>
Employee Survivor Benefits	<input type="text"/>
Employer Survivor Benefits	<input type="text"/>
Federally Funded Contributions	<input type="text"/>
Federally Funded Wage	<input type="text"/>

Save

Cancel

Progress Summary

Next steps

3. Validate member data. Validate the data and resolve any member data exceptions.
 4. Review and submit. Check data summaries and submit member data to ERSRI.

Click on Save **2**

1
 Enter Data in the required fields

[Go back to page 13](#) for the next steps

Import/ Download from Completed Collection

30

Import vs Download

- If you are reporting for an agency which has approx. 20 or less employees, we suggest you use the **“Download from Completed Collection”** button
- This allows you to import from a previous payroll and make changes to an individual without creating a csv file. If you report for an org with more than 20 employees, we suggest you use the **“Import from Completed Collection”** button
- It will allow for making any changes necessary and saving file records on your computer.

Download from Completed Collection

ERSRI | Employees'
Retirement System
of Rhode Island

Import from Completed Collection

2000 - Wages and Contributions - 07/28/2022 - TR22

Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.

[+ Add Record](#)
[Upload File](#)
[Import from Completed Collection](#)
[Download from Completed Collection](#)

View: All ▾

Social Security Number ▾	Last Name ▾	First Name ▾	Actions
No Results Found.			

Validate

File Summary No files

No Files.

[Upload File](#)

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

2000 - Wages and Contributions - 07/28/2022 - TR22

Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

Select Data Collection to Download From

Data Collection Name ▾	Start Date ▾	End Date ▾
2000 - Wages and Contributions - 07/27/2022 - TR	07/27/2022	08/03/2022
2000 - Wages and Contributions - 08/01/2022 - 1	08/01/2022	08/05/2022
2000 - Wages and Contributions - 06/27/2022 - NegContribution	06/27/2022	07/01/2022
2000 - Wages and Contributions - 02-05-2022 - 5	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 4	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 2	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 1	05/02/2022	05/06/2022
2000 - Wages and Contributions - 25-04-2022 - 4	04/25/2022	04/29/2022
2000 - Wages and Contributions - 25-04-2022 - positiveAdj	04/25/2022	04/29/2022
2000 - Wages and Contributions - 25-04-2022 - _RetroPay	04/25/2022	04/29/2022

⏪ < 1 of 2 > ⏩

[Next >](#)

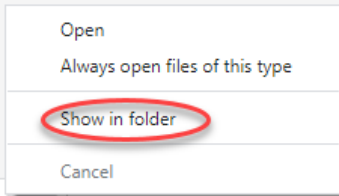
“Download from Completed Collection” will bring the user to that screen. Here you will click on “Next” to enter the period start and end dates of the pay period you wish to download from the database. Then click on “Download”.³¹

1. Definition 2. **Add Member Data** 3. Validate Member Data 4. Review & Submit

Select Data Collection to Download From

Review and Confirm

You are about to download from data collection 2000 - Wages and Contributions - 07/27/2022 - TR (07/27/2022 08/03/2022).
Click Download to start the process.



Input Data - 2000 -csv

Ce PC > Bureau > **ERSRI Wage and Contribution**

Accès rapide

- Bureau
- Téléchargements
- FS-arc

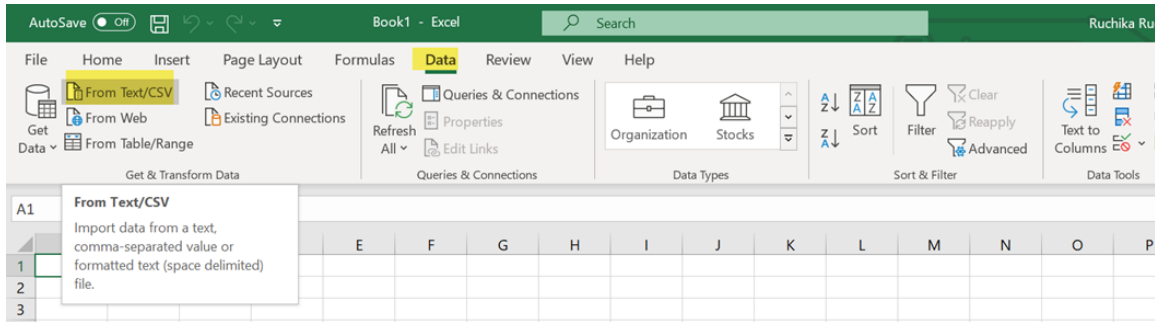
Nom	Modifié le	Type	Taille
1441 - Wages and Contributions - 07_26_2022 .csv	2022-08-03 10:05	Fichier CSV Micro...	1 Ko
2000 - Wages and Contributions - 07_27_2022 - TR.csv	2022-08-03 15:11	Fichier CSV Micro...	1 Ko



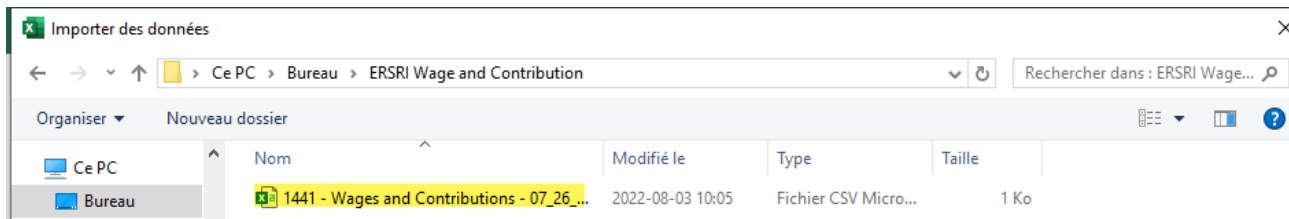
You will want to save these files in their own folder where they can easily be found. Name the file like the file name configuration of the Data Collection. This must be saved as a CSV file.

Once the file is saved you should open a “new” Excel spreadsheet.

- In your toolbar select “Data” and then click “From Text/CSV”.



- This will automatically open your desktop from which you can select the file which you just downloaded and named. (csv. file)
- Select the file and you will see the “Text Import Wizard” appear.



- Double click on the file and it will automatically go into the “Text Import Wizard”.



2000 - Wages and Contributions - 07_27_2022 - TR.csv

File Origin: 65001: Unicode (UTF-8) | Delimiter: Semicolon | Data Type Detection: Based on first 200 rows

OrganizationCode	BeginDate	EndDate	SocialSecurityNumber	LastName	FirstName	MiddleInitial	ActualUnits	BaseUnits
2000	2022-07-28	2022-08-10	[REDACTED]	MemberSmoke11	MemberSmoke11	D		
2000	2022-07-28	2022-08-10	[REDACTED]	MemberSmoke22	MemberSmoke22	D		
null	null	null	null					

Click on "Transform Data"



Load [v] **Transform Data** Cancel

File Home Transform Add Column View

Close & Load Close Refresh Preview Manage Query Properties Advanced Editor Manage Columns Choose Columns Remove Columns Manage Columns Keep Rows Remove Rows Reduce Rows Sort Split Column Group By Data Type: Any Use First Row as Headers Replace Values Merge Queries Append Queries Combine Files Combine Parameters Manage Parameters Data source settings Data Sources New Source Recent Sources Enter Data New Query

fx = Table.TransformColumnTypes(#"Promoted Headers",{{"OrganizationCode", Int64.Type}, {"BeginDate", type

	City	State	ZipCode	Birthdate	Sex
1	Providence	RI	2908	1960-10-10	M
2	Providence	RI	2908	1965-10-10	M
3			null	null	

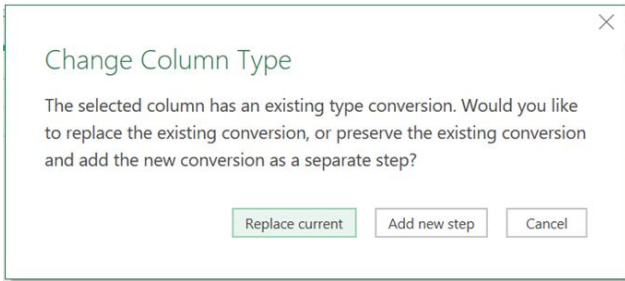
Click the first column, hold the "ctrl" and "shift" key, slide the bar across to the last column. Click the "Sex" column, so all the columns turn green. Click the drop down for "Data Type" and choose "text."

Query Settings

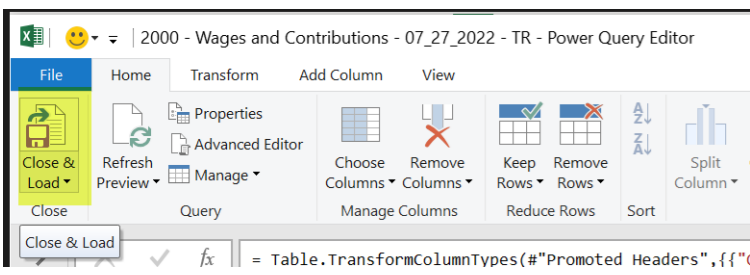
PROPERTIES
Name: 2000 - Wages and Contributions - 07_27_

APPLIED STEPS

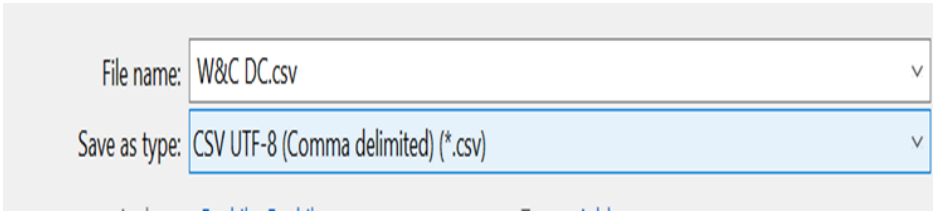
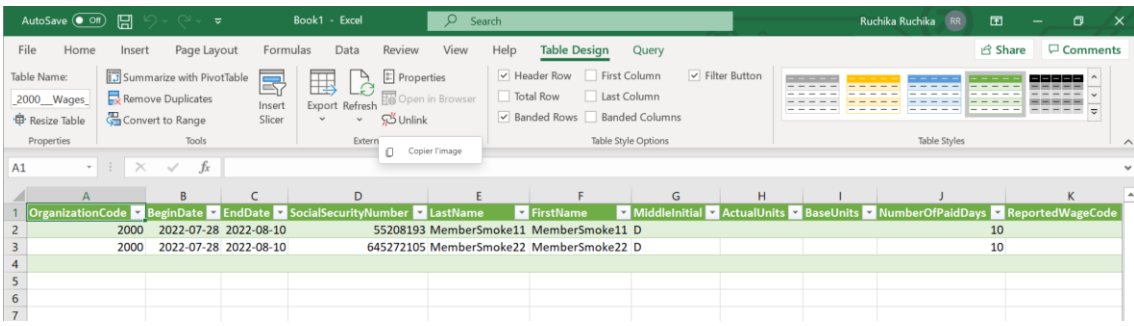
- Source
- Promoted Headers
- Changed Type



Click on "Replace Current" button



Click on "Close and Load" button



Now you can make any edits to the fields. Remember to NOT use commas in the money fields. Once your changes are completed, choose "File", "Save as", name the file, change type to "CSV (Comma delimited)(*.csv), and click on "Save."

Business Functions / Data & Payroll Submissions

2000 - Wages and Contributions - 07/28/2022 - TR22

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the [Add Record](#) feature or upload data from a file via [Upload File](#).

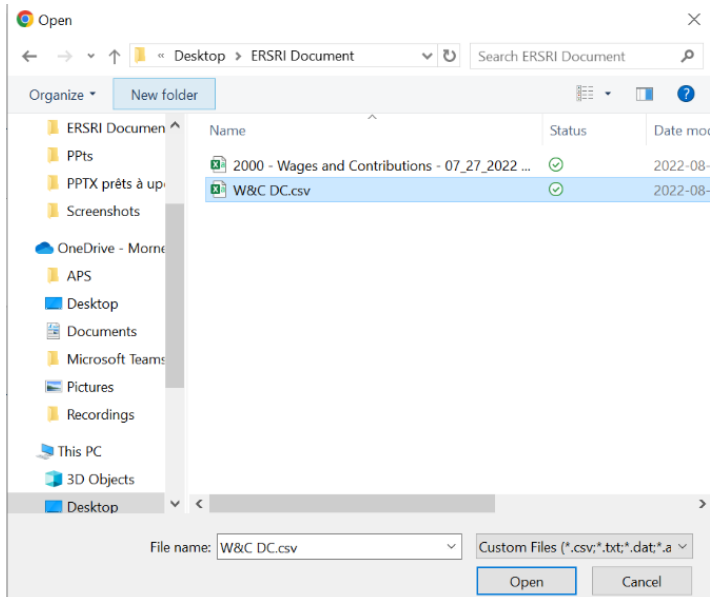
+ Add Record **Upload File** **Import from Completed Collection** **Download from Completed Collection**

View : All ▾

Social Security Number ▾ Last Name ▾ First Name ▾ Actions

No Results Found.

Go back to the Employer Portal, Click on “Upload File” and Select your .csv file from your desktop and click on “Open”



Select the files that contain the data you want to add into the data collection.

[Download a template file \(.CSV\)](#)

DROP files here
OR
[Select files from your computer](#)

Accepted files: .CSV, .TXT, .DAT, .ADJ, .RGL Maximum file size 10,240.00MB Maximum number of files : 5



Import

Back to listing

Progress Summary

Next steps
3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Uploaded Files

2000 - Wages and Contributions - 07_27_2022 - TR.csv	Type: Wages and Contributions	
Ready to Import		



Synchronization In Progress

Please wait or return to your [dashboard](#). You can check the status of your data collection in the data collection listing.

Once clicking on “Import”, synchronization will start. This validates the file for any input errors such as number fields with characters or required fields not populated, etc.

[Continue on Page 13](#) to see the next steps

Import from a Completed Collection

Business Functions / Data & Payroll Submissions

2000 - Wages and Contributions - 07/28/2022 - TR22

Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.

[+ Add Record](#) [Upload File](#) [Import from Completed Collection](#) [Download from Completed Collection](#)

View: All

Social Security Number	Last Name	First Name	Actions
No Results Found.			

Click on "Import from Completed Collection"

Validate

File Summary No files

No Files.

Upload File

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Business Functions / Data & Payroll Submissions

2000 - Wages and Contributions - 07/28/2022 - TR22

Status: Initial Data Entry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

Select Data Collection to Import From

Data Collection Name	Start Date	End Date
2000 - Wages and Contributions - 07/27/2022 - TR	07/27/2022	08/03/2022
2000 - Wages and Contributions - 08/01/2022 - 1	08/01/2022	08/05/2022
2000 - Wages and Contributions - 06/27/2022 - NegContribution	06/27/2022	07/01/2022
2000 - Wages and Contributions - 02-05-2022 - 5	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 4	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 2	05/02/2022	05/06/2022
2000 - Wages and Contributions - 02-05-2022 - 1	05/02/2022	05/06/2022
2000 - Wages and Contributions - 25-04-2022 - 4	04/25/2022	04/29/2022
2000 - Wages and Contributions - 25-04-2022 - positiveAdj	04/25/2022	04/29/2022
2000 - Wages and Contributions - 25-04-2022 - _RetroPay	04/25/2022	04/29/2022

1 of 2

Select the Data Collection to import from and click on "Next"

Next >

Business Functions / Data & Payroll Submissions

2000 - Wages and Contributions - 07/28/2022 - TR22

Status: Initial Data Entry

1. Definition 2. **Add Member Data** 3. Validate Member Data 4. Review & Submit

Select Data Collection to Import From

Review and Confirm

You are about to import from data collection 2000 - Wages and Contributions - 07/27/2022 - TR (07/27/2022 08/03/2022).
Click Next to start the process.

Click again on "Next"



Next >

Business Functions / Data & Payroll Submissions

2000 - Wages and Contributions - 07/28/2022 - TR22

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit



Synchronization In Progress

Please wait or return to your dashboard. You can check the status of your data collection in the data collection listing.

Synchronization will start. This validates the file for any input errors such as number fields with characters or required fields not populated, etc.

[Continue on Page 13](#) to see the next steps

Deleting or resetting a data collection

Business Functions / Data & Payroll Submissions

Data & Payroll Submissions

[Create Data Collection](#) View: **In Progress**

Employer Code	Plan	Configuration	Data Collection Name	Status
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 07/26/2022 - ManualEntry	Initial Data Entry
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/26/2022 - TR	Action definition
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/04/2022 - 1	Initial Data Entry
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 06/27/2022 - 2	Initial Data Entry
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 03/01/2022 - 1	Initial Data Entry
2000	ERS	Post-Retirement Employment	2000 - Post-Retirement Employment - 01/01/2022 - 1	Initial Data Entry
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 06-06-2022 - Email_Last	Action definition
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 01-01-2020 - defect size	Initial Data Entry
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 16-05-2022 - 1	Action definition
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - defect334	Action definition

◀ 1 of 4 ▶

1441 - Wages and Contributions - 07/26/2022 - ManualEntry

Employer Code: 1441
 Plan: ERS
 Employer Name: Providence School Dept.
 Configuration: Wages and Contributions
 Data Collection Name: 1441 - Wages and Contributions - 07/26/2022 - ManualEntry

Start Date: 07/26/2022
 End Date: 08/25/2022
 Status: Initial Data Entry
 Case ID: CAS-533659-N5W8
 Processed by: masterclientadmin@moreaushepell.com

Data Entry Summary

No Files.

Manual Entry: 0

Total Records

Total Members Records: 0
 Members Without Exceptions: 0
 Members With Errors: 0
 Members With Warnings: 0

[View / Edit Data Collection](#)

To delete or re-set a data collection, highlight the DC name and click on **View / Edit Data Collection**, then click on the “Definition” tab.

Business Functions / Data & Payroll Submissions

1441 - Wages and Contributions - 07/26/2022 - ManualEntry

1. Definition **2. Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.

[+ Add Record](#) [Upload File](#) [Import from Completed Collection](#) [Download from Completed Collection](#) View: **All**

Social Security Number	Last Name	First Name	Actions
No Results Found.			

1441 - Wages and Contributions - 07/26/2022 - ManualEntry

Status: Initial Data Entry

1. **Definition** 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Data Collection Information			
Configuration:*	Wages and Contributions		
Employer Code:*	1441		
Start Date:*	07/26/2022	End Date:*	08/25/2022
Data Collection Name:*	<input type="text" value="1441 - Wages and Contributions - 07/26/2022 - ManualEntry"/>		
Plan:*	ERS		
Owner:	Administrator		

Save

Reset

Delete

Progress Summary

2. Add member data: Upload a file or enter data manually. Validate and correct any input level exceptions.

Reset

This action will reset the selected data collection and delete all manually entered data and imported data files for this data collection. Do you want to continue?

Delete

This action will delete the selected data collection. Do you want to continue?

“Reset” removes the file that was loaded but keeps the configuration. You will be able to add another file for synchronization. “Delete” will delete both the file and the configuration name.

1441 - Wages and Contributions - 07/26/2022 - ManualEntry

Status: Initial Data Entry

1. **Definition** 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Data Collection Information

Configuration:*	Wages and Contributions		
Employer Code:*	1441		
Start Date:*	07/26/2022	End Date:*	08/25/2022
Data Collection Name:*	<input type="text" value="1441 - Wages and Contributions - 07/26/2022 - ManualEntry"/>		
Plan:*	ERS		
Owner:	Administrator		



Save

Reset

Delete

Progress Summary

2. Add member data: Upload a file or enter data manually. Validate and correct any

You will also be able to edit the Data Collection name only. Once done, the user will click on “Save” in order to save the new name.

Download a template file (.csv)

“Download a template file ” is basically an excel spreadsheet with the required column headers.

Business Functions / Data & Payroll Submissions
2000 - Wages and Contributions - 07/28/2022 - TR22

1. Definition 2. **Add Member Data** 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File.

+ Add Record **Upload File** **Import from Completed Collection** **Download from Completed Collection** View : All ▾

Social Security Number ▾	Last Name ▾	First Name ▾	Actions
No Results Found.			

Business Functions / Data & Payroll Submissions
2000 - Wages and Contributions - 07/28/2022 - TR22 Status: Initial Data Entry

1. Definition 2. **Add Member Data** 3. Validate Member Data 4. Review & Submit

Select the files that contain the data you want to add into the data collection.

Download a template file (.CSV)

DROP files here
OR
Select files from your computer

Accepted files: .CSV, .TXT, .DAT, .ADJ, .RGL Maximum file size 10,240.00MB Maximum number of files : 5

Import
Back to listing

Progress Summary

Next steps
3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to ERSRI.

Uploaded Files
No Files

The “Download a template file ” method is not used for weekly/biweekly payroll but is an excellent tool for making adjustments or making additions/corrections to previous pay periods.

An example would be an adjustment file for one member who needs adjustments made to many pay periods.

Once you have the file, you may add the member information and then can copy the information as needed, use formula’s where needed, etc.

When the file is complete you must save it on your computer as a csv file. This file can then be loaded.

Note: the file should be text and have leading zeros. A good check is to look at the SSN’s to see if they have the zeros in front of the number as needed.

Key differences with new W&C data collections

A 01 wage code (Regular Wages) can be entered for any time period that has not already been entered. Before a 05 - positive adjustment would have to be used to represent prior pay periods.

A 05 (positive adjustment) or 06 (negative adjustment) can only be used if a 01 wage code has already been posted (for the same pay period) or is present in the data collection that is being submitted.

If you are adding a record(s) manually to your data collection (whether .rgl or .csv) using the template, it must be added prior to validation.

Reports & Documents / Document Viewer

– view completed data collections

Reports & Documents / Document Viewer

Documents

Specific Document General Document

To view documents or reports, first select your search parameters on the right.

Search Parameters

Employer:

Multiple Employers

Search By:

Event Type

Document Category

Event Reports

Select an item on the left for details.

Under the Toggle menu, click on “Reports & Documents” → “Document viewer”.

Reports & Documents / Document Viewer

Documents

Specific Document General Document

To view documents or reports, first select your search parameters on the right.

Search Parameters

Employer:

Multiple Employers

Search By:

Event Type

Document Category

Event Reports

Select an item on the left for details.

Enter your employer org code, choose “Event type” and then click on the “Search” button.

Documents

Specific Document General Document

Name ▾	Employer ▾	Creation Date ▾	Completion Date ▾ ▾
1441 - Wages and Contributions - 07/26/2022 - TR	1441	08/02/2022	08/02/2022
1441 - Wages and Contributions - 06-06-2022 - Test_Email_CP	1441	06/08/2022	06/08/2022
1441 - Wages and Contributions - 06-06-2022 - TEST_Email	1441	06/08/2022	06/08/2022
1441 - Wages and Contributions - 18-04-2022 - testchristr-complet	1441	04/18/2022	04/18/2022
1441 - Wages and Contributions - 03-11-2022 - 1	1441	03/11/2022	03/11/2022
1441 TEST	1441	03/08/2022	03/10/2022
1441 - Wages and Contributions - 01-26-2022 - 3	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 01-26-2022 - 2	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 01-26-2022 - 1	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 11-01-2021 - 1	1441	11/01/2021	11/01/2021

Highlight the data collection to see your reports.

1 of 56

Search Parameters

Employer:

Multiple Employers

Search By:

Event Type

Document Category

Search

Event Reports

Select an item on the left for details.

Additional Information

Specific documents are specific to the organization(s) you administer. Select the Employer from the drop-down list then choose how you want to search for the document. There are two ways to search for a specific document. By Event type or by Document category. Searching by Event type will bring up a list of events and the documents generated by that event. Searching by Document category will bring up a list of documents by specific type. Once you have located the document you want to view, use the Action icon next to the document to open or download the document. You can also search for documents that are available to all ERSRI employers by selecting the General Document tab.

Documents

Specific Document General Document

Name ▾	Employer ▾	Creation Date ▾	Completion Date ▾ ▾
1441 - Wages and Contributions - 07/26/2022 - TR	1441	08/02/2022	08/02/2022
1441 - Wages and Contributions - 06-06-2022 - Test_Email_CP	1441	06/08/2022	06/08/2022
1441 - Wages and Contributions - 06-06-2022 - TEST_Email	1441	06/08/2022	06/08/2022
1441 - Wages and Contributions - 18-04-2022 - testchristr-complet	1441	04/18/2022	04/18/2022
1441 - Wages and Contributions - 03-11-2022 - 1	1441	03/11/2022	03/11/2022
1441 TEST	1441	03/08/2022	03/10/2022
1441 - Wages and Contributions - 01-26-2022 - 3	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 01-26-2022 - 2	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 01-26-2022 - 1	1441	01/26/2022	01/26/2022
1441 - Wages and Contributions - 11-01-2021 - 1	1441	11/01/2021	11/01/2021

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Search Parameters

Employer:

Multiple Employers








Search By:

Event Type

Document Category

Search

Event Reports

- D0000ct - Control report - 1441 (ERSRI) 
- D0000db - Execution report - 1441 (ERSRI) 
- D0000mov - Membership changes report - 1441 (ERSRI) 
- D0000sta - Transaction summary report - 1441 (ERSRI) 
- D0000tra - Transactions report - 1441 (ERSRI) 
- D0000upd - Modified fields report - 1441 (ERSRI) 
- D0000val - Public validation report - 1441 (ERSRI) 

Click on the Download button to open any report

Account Summary Definition

Description:

Account Summary is used to declare payment agreements. The creation of this Ad-hoc Remittance is done manually by the employers via the Account Summary page. Keep the invoice types separate in your remittances (W&C cannot be combined with OSC).

Note: Your Ad-hoc Remittance (payment agreement) will be available the following day after your data collection has gone to completion (loaded to the database).

Account Summary Process Steps

Account Summary Creation: Under the Dashboard menu, the user selects “Business Functions” → “Account Summary” and enters the Employer Code in the Account Summary Page.

Payment Agreement Declaration: This step represents the declaration of the Outstanding Invoices and Unapplied Credits the employer wishes to include in his Ad-hoc Remittance.

For the **AX Independent** Ad-hoc Remittance, the employer will be informed to print the data collection summaries for which the employer is remitting, as well as to provide details if unapplied credits are being reflected.

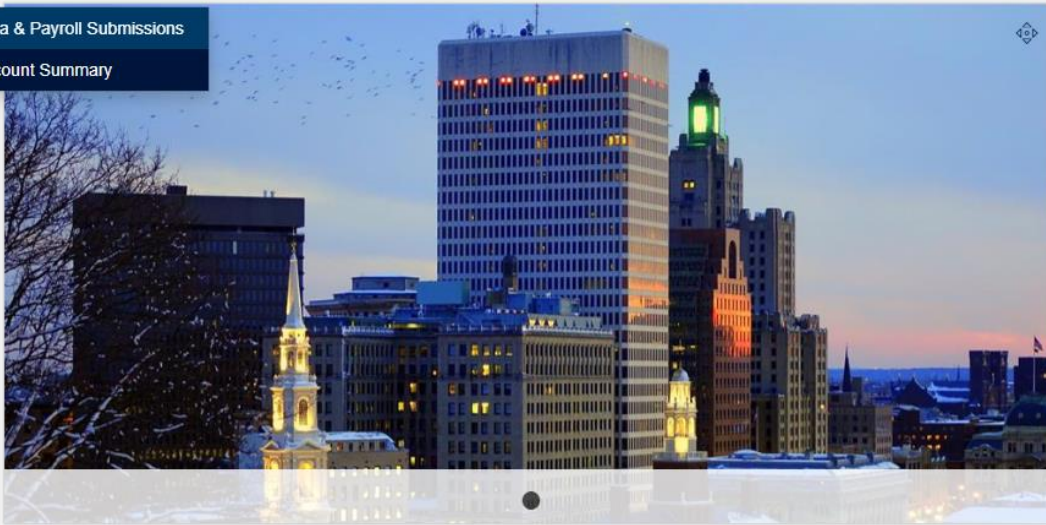
For the **AX Integrated** Remittances, this step will display the lists of Outstanding Invoices and Unapplied Credits that can be found for the Employer under the financial system AX and will allow the employer to make his selection. The selection will automatically be added into the Payment Confirmation Summary generated at step 2.

Account Summary Completion: To complete the Account Summary, the employer must confirm the Payment agreement declared information. Employers are expected to send with their payment a copy of the Remittance’s Summary that can be found in the Reports Generator the following day after your data collection has gone to completion (loaded to the database).

Welcome to the Employer Portal

Data & Payroll Submissions

Account Summary



Business Functions / Account Summary

Account Summary

Employer:*

Continue

Outstanding Invoices

<input type="checkbox"/>	Invoice ID	Pension Plan	Invoice Type	Due Date	Creation Date	Amount Due
--------------------------	------------	--------------	--------------	----------	---------------	------------

No Results Found.

Selected Invoice Total:

Unapplied Credits

<input type="checkbox"/>	Credit ID	Pension Plan	Credit Type	Creation Date	Amount
--------------------------	-----------	--------------	-------------	---------------	--------

No Results Found.

Selected Credit Total:

Enter the Employer Code



Business Functions / Account Summary

Account Summary

Employer:*

Outstanding Invoices

<input type="checkbox"/>	Invoice ID	Pension Plan	Invoice Type	Due Date	Creation Date	Amount Due
<input checked="" type="checkbox"/>	05/22/2021 - W&C (G_ARIEL70203)			06/01/2021	05/25/2021	\$8,570.44
<input type="checkbox"/>	05/29/2021 - W&C (G_ARIEL70416)			06/08/2021	05/31/2021	\$8,570.44
Selected Invoice Total:						\$8,570.44

Unapplied Credits

<input type="checkbox"/>	Credit ID	Pension Plan	Credit Type	Creation Date	Amount
<input type="checkbox"/>	Contributions (C_MERS000100751)		Sales Return	05/27/2021	\$2,605.76
<input type="checkbox"/>	Contributions (C_MERS000100759)		Sales Return	05/27/2021	\$5,964.68
Selected Credit Total:					\$0.00

[Continue](#)

Details
Select an item on the left for details.

Uncheck all the Outstanding Invoices and Unapplied Credits. Only check the invoice you are paying and if you choose to use any unapplied credits. Click "Continue"

Business Functions / Account Summary

2000-Payment

1. Review Payment 2. Payment Confirmation

Payment Detail

Selected Invoices

04/10/2021 - W&C (G_ARIEL70345) \$222.41

Sub-Total: \$222.41

Unapplied Credits

Sub-Total: \$0.00

Total

Total: \$222.41

[Submit](#)

[Back to List](#)

The user review the Payment Information and click on "Submit"

Business Functions / Account Summary

2000-Payment

1. Review Payment 2. *Payment Confirmation*



Loading for payment...

your payment id is CAS-536239-F9L7

Business Functions / Account Summary

2000-Payment

1. Review Payment 2. **Payment Confirmation**

Payment Information

Employer Code: 2000
 Account Summary Type: Ad hoc
 Creation Date: Aug 10, 2022
 Payment Id: CAS-536239-F9L7

[Back to List](#)

Payment Detail

Selected Invoices

04/10/2021 - W&C (G_ARIEL70345)	\$222.41
---------------------------------	----------

Sub-Total:	\$222.41
------------	----------

Unapplied Credits

Sub-Total:	\$0.00
------------	--------

Total

Total:	\$222.41
--------	----------

Members Profile

The screenshot shows the ERSRI Employer Portal interface. On the left is a dark blue navigation sidebar with a 'Toggle' menu containing icons for Home, Members, Reports, and Settings. A red arrow points to the 'Members' icon. The main content area is titled 'Members to the Employer Portal' and features a large background image of a city skyline at night. Below the image are several functional panels:

- Data & Payroll Submissions (34):** A list of submission records including:
 - 2000 - Wages and Contributions - 07/28/2022 - TR22 (Initial Data Entry)
 - 1441 - Wages and Contributions - 07/27/2022 - TR2 (Initial Data Entry)
 - 2000 - Wages and Contributions - 08/01/2022 - _ImportData (Initial Data Entry)
 - 1441 - Wages and Contributions - 07/26/2022 - ManualEntry (Initial Data Entry)
 - 2000 - Wages and Contributions - 07/26/2022 - TR (Action definition)
- Find A Member:** A search section with the instruction: 'To update member information, first find the member by searching using one or more of the terms below.' It includes a search field labeled 'SIN / Last Name' and a search button.
- My ERSRI Team:** A table listing contact information for Client Services: (401) 462-7600 and 569-123-5643.
- User Administration Tool:** A table listing users:

Meissa Watkins Employer User	Last login
Maureen Ward Employer User	Last login
Leona DeFilippo Employer User	Last login
- Documents & Reports:** A list of documents:
 - D0000upd - Modified fields report - 2000 (ERSRI) (08/03/2022)
 - D0000val - Public validation report - 2000 (ERSRI) (08/03/2022)
- Account Summary:** A section for employer-related information with fields for 'Type for an employer', 'Outstanding Invoices', and 'Unapplied Credits'.

Under the Toggle menu, click on “Members” → “Members” to open the member’s profile.

Members / Members

Members

Enter either the employee's name or SSN and click search.



SIN / Last Name

Additional Information

You can view a specific member's information by selecting them from the list.

SIN ▾ First Name ▾ Last Name ▾

No Results Found.

Members / Members

Members

Last Name

Sharpe



Additional Information

You can view a specific member's information by selecting them from the list.

SIN ▾ First Name ▾ Last Name ▾

SIN	First Name	Last Name
*****3388	Annika	Sharpe
*****4584	Jennifer	Sharpe
*****2360	Andrew	Sharpe
*****8556	Kari	Sharpe
*****2438	Raymond	Sharper

Members / Members

Members

Last Name

Sharpe



Highlight the member's line in order to see the "View / Edit Member Profile" button

1

SIN ▾ First Name ▾ Last Name ▾

SIN	First Name	Last Name
*****3388	Annika	Sharpe
*****4584	Jennifer	Sharpe
*****2360	Andrew	Sharpe
*****8556	Kari	Sharpe
*****2438	Raymond	Sharper

*****3388 - Annika Sharpe

SIN: *****3388
 First Name: Annika
 Last Name: Sharpe
 Date of Birth: 07/27/1953
 Gender: Female
 Current Event:

Click on the "View.." button

2

View / Edit Member Profile

Members / Members

Annika Sharpe 1441

MEMBER INFORMATION EMPLOYMENT MEMBERSHIP

Back to List

Member Information

First Name Annika
 Last Name Sharpe
 SIN *****3388
 Gender Female
 Marital Status Married
 Date of Birth 07/27/1953
 Date of Death

Contact Information

Address 1 903 Chalkstone Ave
 Address 2
 Address 3
 City Providence
 State Rhode Island
 Country United States
 Zip Code 02906
 Phone 401-303-7061
 Email AnnikaMSharpe@fleckens.hu

MEMBER INFORMATION EMPLOYMENT MEMBERSHIP

Back to List

Employment Information

Employer Code 1441
 Title/Function Teacher
 Date of Hire 05/01/1996
 Termination Date
 Reason of termination Unknown
 Employment Type Regular

Contributions

Year	Employee Contributions	Employer Contributions	Federally Funded Contributions	TSD Contributions	TSD Employer Contributions
2021	\$247.80	\$958.12	\$0.00	\$0.00	\$0.00
2020	\$3,217.51	\$12,227.73	\$0.00	\$0.00	\$0.00
2019	\$3,183.87	\$11,543.47	\$0.00	\$0.00	\$0.00
2018	\$3,054.48	\$10,943.76	\$0.00	\$0.00	\$0.00
2017	\$3,026.77	\$10,855.34	\$0.00	\$0.00	\$0.00
2016	\$2,978.00	\$10,750.97	\$0.00	\$0.00	\$0.00
2015	\$2,883.66	\$10,433.55	\$0.00	\$0.00	\$0.00
2014	\$2,828.70	\$9,553.56	\$0.00	\$0.00	\$0.00
2013	\$1,826.54	\$5,731.91	\$0.00	\$0.00	\$0.00
2012	\$5,239.92	\$8,663.45	\$0.00	\$0.00	\$0.00

< 1 of 3 >

Salaries

Year	Earned Salary
2021	\$6,687.78
2020	\$85,799.07
2019	\$84,362.70

Members / Members

Annika Sharpe 1441

MEMBER INFORMATION EMPLOYMENT MEMBERSHIP

Back to List

Membership Information

Plan Group

ERS TB1NE