

# ERM Bulk Upload QRG - Employer

Use this Quick Reference Guide (QRG) to create the wage and contribution (bulk) upload file.

For more in depth instructions and explanations, refer to the following documents:

- [ERM Wage and Contribution File Layout Specification](#)
- [ERM Wage and Contribution File Upload and Online Entry QRG – Employer](#)
- [ERM Wage and Contribution File Upload Troubleshooting QRG – Employer](#)

For step-by-step instructions for creating the file according to the version of Windows being used, refer to the following documents.

- [ERM Create a Pipe Delimited File Using Windows 10 QRG](#)
- [ERM Create a Pipe Delimited File Using Windows XP QRG](#)
- [ERM Create a Pipe Delimited File Using Windows 7 and Vista QRG](#)

These documents are available on the INPRS website.

## The Template

1. Open the [ERM Wage and Contribution Template](#) document. It is available on the INPRS website. It is an Excel workbook/spreadsheet. You must have Excel available in order to create the upload document.

Column	Header	Description
A	<b>agency</b>	If SU 9100000, enter the agency code for the member.
B	<b>su #</b>	Enter the 7-digit submission unit number
C	<b>fund</b>	Enter FUND (must be all caps)
D	<b>ssn</b>	Enter full SSN (no spaces or dashes) – must enter 2 of 3 identifiers
E	<b>pid</b>	Enter member PID (9 digits) – must enter 2 of 3 identifiers
F	<b>last name</b>	Enter member last name – must enter 2 of 3 identifiers
G	<b>wages</b>	Enter the member's wages for the pay period
H	<b>mandatory post-tax</b>	Enter the member's post-tax contributions, if any
I	<b>mandatory pre-tax</b>	Enter the member's pre-tax contributions, if any
J	<b>employer share</b>	Enter the employer share contributions, if any FOR PERF ASA ONLY EMPLOYERS ONLY: <ul style="list-style-type: none"> <li>• If the member is in the PERF Hybrid plan, enter the employer share contributions in column J.</li> <li>• If the member is in the My Choice (ASA Only) plan, enter the combined normal and supplemental cost in column J.</li> <li>• If the member is still Undecided, no contribution amounts should be entered.</li> </ul>
K	<b>fsp wages</b>	If a TRF employer, enter the member's FSP wages, if any
L	<b>fsp contribs</b>	If a TRF employer, enter the member's FSP contributions, if any
M	<b>hep contribs</b>	If a university employer, enter the member's HEP contributions
N	<b>service days</b>	If a TRF employer, enter the number of days worked in the pay period
O	<b>voluntary post-tax</b>	Enter the member's voluntary post-tax contributions, if any
P	<b>voluntary pre-tax</b>	Enter the member's voluntary pre-tax contributions, if any

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Column	Header	Description
Q	LDiCP	Enter the member's last day in a covered position, if applicable. Format is mmddyyyy.
R	LDIP	Enter the member's last day in pay, if applicable. Format is mmddyyyy.
S	LCD	Enter the member's last check date, if applicable. Format is mmddyyyy.
T	severance wages	Enter the member's severance wages, if applicable
U	sev mand post-tax	Enter the member's severance post-tax contributions, if applicable
V	sev mand pre-tax	Enter the member's severance pre-tax contributions, if applicable
W	sev er share	Enter the severance employer share contributions, if applicable
X	sev vol post-tax	Enter the member's voluntary post-tax contributions, if any
Y	sev vol pre-tax	Enter the member's voluntary pre-tax contributions, if any
Z	period start date	Enter the pay period start date in mmddyyyy format
AA	period end date	Enter the pay period end date in mmddyyyy format
AB	record type	Enter the appropriate record type for the transactions (must be in caps). Available options are: R = Regular pay A = Adjustment to regular pay S = Settlement adjustment M = Missed regular wage and contribution

Figure 1: ERM Wage and Contribution Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	date	row count																										
2																												
3	agency	SU #	fund	ssn	pid	last name	wages	mandatory post-tax	mandatory pre-tax	employer share	fsp wages	fsp contmbs	hep contmbs	service days	voluntary post-tax	voluntary pre-tax	LDiCP	LDIP	LCD	severance wages	sev mand post-tax	sev mand pre-tax	sev er share	sev vol post-tax	sev vol pre-tax	period start date	period end date	record type
4																												
5																												
6																												
7																												
8																												
9																												
10																												
11																												

- Enter the payroll date to be used during the upload process in cell A1. Format is mmddyyyy.
- Enter the number of rows of member transactions in cell B1.
- Delete the blank row 2 and the header row 3.
- [File > Save As > CSV](#) (Comma delimited, with delimiter set to | ). See [ERM Create a Pipe Delimited File Using Windows 10 QRG](#), [ERM Create a Pipe Delimited File Using Windows XP QRG](#), or [ERM Create a Pipe Delimited File Using Windows 7 and Vista QRG](#), as appropriate, for complete instructions to correctly create and work with this file.
- [Control Panel > Language > Change date, time or number formats > Additional Settings > List Separator](#) (change , to | ) > [Apply](#)
- Close the Excel file.

## The CSV File

- Launch Notepad.
- Locate the CSV file and open it in Notepad ([File > Open](#)). See Figure 2.

