

ERM Member Enrollment QRG - Employer

NOTE: To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM manuals have been written for Employer and Staff. The Employer versions are available from the [Employer Reporting & Maintenance](#) page of the INPRS website. (IC 5-10.2-2-12.5)

Use this Quick Reference Guide (QRG) for directions to aid in enrolling members into PERF, TRF, PARF, JU (JRS), C&E (EG&C) Fund, or the 1977 Fund in the Employer Reporting and Maintenance (ERM) application.

Member Enrollment Overview Topics Covered

- Enroll a Member in the PERF, TRF, PARF JU (JRS), or C&E (EG&C) Fund
- Enroll a Member in the 1977 Fund

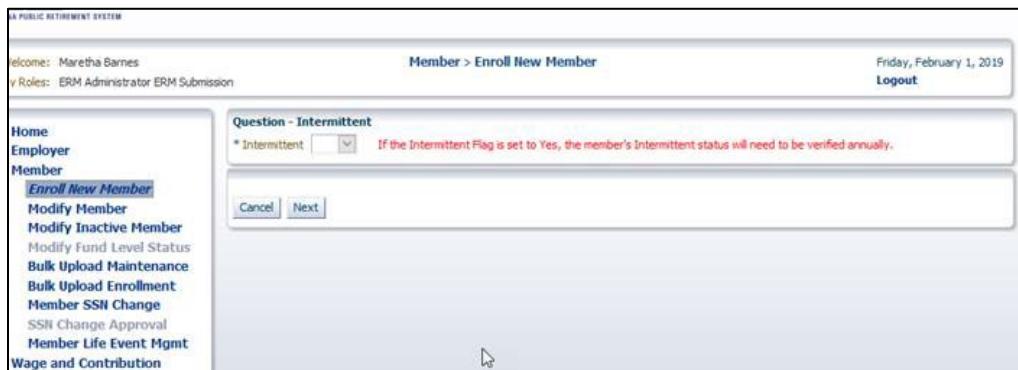
Enroll a Member in the PERF, TRF, PARF, JU (JRS), or C&E (EG&C) Fund

An Employer User with the appropriate security role can enroll members in **Figure 1: Enter SSN Screen** PERF, TRF, PARF, JU (JRS), or C&E (EG&C) Fund using the ERM application.

1. Launch the ERM application. Choose **Member** from the *Navigation Menu*.
2. Choose **Enroll Member** from the drop-down menu.
3. The **Select Submission Unit Screen** displays.
4. Select the member's Submission Unit from the grid on the *Select Submission Unit* screen.



Figure 2: Intermittent Screen



5. Click **Next**.
6. Enter, then verify, the member's Social Security Number (SSN) using the *Enter SSN* screen (Figure 1).
7. Click **Next**.
8. The **Question – Intermittent** displays.
9. Click and select **Yes** or **No**.
10. Click **Next**.

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NOTE: If the member's SSN already exists in the application, there are different pop-up boxes that appear depending upon the member's status in the ERM application. For more information about these pop-up boxes, see the *Verify Member Social Security Number* section of the *Employer Reporting and Maintenance (ERM) Member Management User Manual – Employer*.

11. Enter the member's position using the *Select Position* screen. The information required on this screen varies based upon the Fund into which the new member is enrolling.
12. Enter the member's position using the *Select Position* screen. The information required on this screen varies based upon the Fund into which the new member is enrolling.
13. Use the *Create New Member* screen (Figure 2) to provide member demographic information.
14. Click **Next**. The *Verify Member Enrollment* screen appears.
15. Confirm all information displayed on the *Verify Member Enrollment* screen is correct and click **Submit**.
16. Once the enrollment process is complete, the *Confirm Member Enrollment* screen appears. This screen displays the Pension ID assigned to the member by the ERM application.

NOTE: If the enrollment transaction contains an error, a message displays on the Confirm Member Enrollment screen stating that the transaction was placed in the Exception Queue. This error must be fixed before the transaction can be accepted. For more information, see the Exception Queue section of the *Employer Reporting and Management (ERM) Member Management User Manual – Employer* available from the *ERM – Manuals* page of the INPRS website.

Figure 2: Create New Member Screen

The screenshot shows a web-based form for creating a new member. The form is organized into several sections, each with a title and a set of input fields. The 'Hire Date' section has a date picker. The 'Member Demographics' section includes fields for name components, birth date, gender, marital status, and email. The 'Address' section includes street address, city, state (a dropdown menu currently showing 'IN-INDIANA'), and zip code. The 'Phone Number' section includes a dropdown for phone type (set to 'Main'), a phone number field, and an extension field. The 'Plan Election' section has a dropdown menu set to 'PERF Hybrid Plan'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'.

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Enroll a Member in the 1977 Fund

NOTE: Effective July 1, 2022, SEA 78, provides that if INPRS determines that a new full-time police officer or full-time firefighter in PERF should be a member of the 1977 Fund, INPRS shall require the employer to transfer the member into the 1977 Fund and contribute the amount that INPRS determines is necessary to fund fully the member's service credit in the 1977 Fund for all service earned as a full-time police officer or full-time firefighter in PERF. Provides that a police officer or firefighter who is an active member of the 1977 Fund with an employer that participates in the 1977 Fund, separates from that employer, and more than 180 days after the date of the separation becomes employed as a full-time police officer or full-time firefighter with the same or a second employer that participates in the 1977 Fund, is a member of the 1977 Fund without meeting the age limitations under certain circumstances. However, the individual must pass the statewide baseline physical and local board mental examinations. ([IC 36-8-8-3](#), [IC 36-8-8-5](#), [IC 36-8-8-7](#))

The enrollment process for the 1977 Fund is similar to the PERF, TRF, PARF, JU (JRS), or C&E (EG&C) Fund enrollment process with some minor differences.

To enroll a member in the 1977 Fund

1. Launch the ERM application. Choose **Member** from the *Navigation Menu*.
2. Choose **Enroll Member** from the drop-down menu.
3. Select the member's Submission Unit from the grid on the *Select Submission Unit* screen.
4. Enter, then verify, the enrolling member's SSN using the *Enter SSN* screen (Figure 1).
5. Use the *Create New Member* screen (Figure 3) to provide member demographic information. Click **Next**. The *Verify Member Enrollment* screen displays.
6. Confirm all information displayed on the *Verify Member Enrollment* screen is correct and click **Submit**.

Figure 3: Create New Member Screen

The screenshot displays the 'Create New Member' screen with the following sections and fields:

- Member Demographics:**
 - Prefix: [Dropdown]
 - * First Name: [Text]
 - Middle Name: [Text]
 - * Last Name: [Text]
 - Suffix: [Dropdown]
 - * Birth Date: [Text] [Calendar icon]
 - * Gender: [Dropdown]
 - * Marital Status: [Dropdown]
 - Email Address: [Text]
- Address:**
 - * Address: [Text]
 - [Text]
 - [Text]
 - * City: [Text]
 - * State: IN-INDIANA [Dropdown]
 - * Zip Code: [Text]
- Phone Number:**
 - Phone Type: MAIN
 - * Phone: [Text]
 - Extension: [Text]

Buttons: [Cancel] [Next]

NOTE: If the member's SSN already exists in the application, there are different pop-up boxes that display depending upon the member's status in the ERM application. For more information about these pop-up boxes, see the Verify Member Social Security Number section of the [Employer Reporting and Management \(ERM\) Member Management User Manual – Employer](#) available from the [ERM – Manuals](#) page of the INPRS website.

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7. A screen message displays stating that 1977 Fund enrollments are sent to the *Member Enrollment Exception Queue* in *Pending* status until results of the Statewide Baseline Examination are received. Once INPRS receives the results, INPRS Staff will contact you to complete the enrollment.

Figure 4: Member Enrollment Exception Queue



Enrollment Type	Upload Date	PID	SSN	Last Name	Error(s)	Phy. Date	Action
Member Enrollment Online	9/28/2011	00098463C	***-**-6669	77	Physical incomplete	9/30/2011	Enter Hire Date

8. Once you receive notification from INPRS, either by phone or email, that the member has passed the Statewide Baseline Examination, access the *Member Enrollment Exception Queue* (Figure 4) from the *Home Dashboard*.
9. Find the member's enrollment transaction, click the **Enter Hire Date** link in the **Action** column, and enter the member's hire date.
10. Once the enrollment process is complete, the *Confirm Member Enrollment* screen displays. This screen displays the Pension ID assigned to the member by the ERM application.

NOTE: Effective 12/31/2009, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the [ERM – Manuals](#) page and the [ERM – Quick Reference Guides](#) page of the INPRS website.