



MERS Employer Portal DB User Guide












www.mersofmich.com

Table of Contents

Icon Description.....	3
Preface.....	4
Logging into Employer Portal.....	7
Change Settings.....	8
Find Members and Member Reports.....	10
Add New Member.....	13
Add Beneficiary.....	15
Submit a Saved Application.....	17
Upload a Payroll Report.....	18
Manually Enter Payroll Report.....	22
Making Additional Contributions	25
Reporting History.....	26
Correcting a Pay Period Report.....	28
Correcting an Employee’s Wage Report.....	32
Appendix.....	36
Discrepancy Codes.....	39
MERS Contact.....	42

Icon Description

The Employer Portal uses several different icons on the screens that you will be using. Below is a picture and a description of the function for each icon.

-  **Help:** Clicking on this icon will open an online help application that will describe the screen and functions within each screen where the icon is displayed
-  **Add:** Clicking on this green “plus” icon will open another portion of the displayed screen
-  **Edit:** This icon indicates that the item displayed is able to be edited. Clicking on the pencil will open the edit function within the screen
-  **Select:** This arrow icon is a selection icon. By clicking on it you are able to select the field. Selecting a specific field could move you to another screen or simply highlight the information adjacent to the icon
-  **Save:** This is a save icon. By clicking it, you save the information or changes to the data fields you have been working with
-  **Cancel:** Clicking this icon cancels any data or information you have been working with and the previous information returns
-  **Delete:** Clicking this icon will delete the row
-  **View:** Clicking on this icon will take you to a separate document window so you can view and print documents in the view panel
-  **PDF:** Clicking on this icon will take you to a pdf document file that you can view and print

Preface

Who Must be Reported

- All employees of participating divisions must be reported
- Part-time employees may not need to be reported for the following reasons:
 - They work less than 10 days in the report month, which is the minimum required to earn a month of service credit. Note: A “day” is 8 hours, the “normal workday”, unless it has been defined differently by resolution of the governing body of your municipality (or in the case of a court, by order of the chief judge).
- Alternatively, the governing body (or chief judge) may prescribe the number of hours of work in a calendar month that results in a month of service credit
- New employees should be reported even if there is a probationary period
- New employees should be reported in the first month he/she earns service credit, even if no wages have been received
- Temporary/seasonal employees – Please contact the Service Center at 800.767.MERS (6377) for specific details

Termination Date

- The format of the termination date is MM/DD/YYYY
- The termination date should be entered for anyone who retires, terminates, or for any reason ceases to be an active MERS member
- Enter the termination date in the month the member terminates
- (Example: If the employee’s official termination date is in January, but the employee receives their final pay in February, the termination date should be reported in January’s report. Then, check the “Report Final Wages Next Month” box in order to report final wages in February)

Preface

MERS Wages that are Includable (for all employers)

MERS Wages is compensation that may be considered for retirement purposes, including the following:

- Regular wages or salary paid for personal services rendered to your employer including longevity pay, overtime pay, and shift differentials
- Vacation pay (for periods of absence from work)
- Vacation lump sum/payout (maximum payout included in Final Average Compensation (FAC) is the amount employees may earn within their FAC period. Additional payout is excluded)
- Paid Time Off (PTO), accrued time off, compensatory time lump sums (maximum payout included in the FAC is amount employees may earn within their FAC period. Additional payout is excluded)
- Sick leave (if paid for absence from work)
- Holiday pay
- Deferred Compensation
- Car allowance (if taxable and reported on W-2)
- Cafeteria plans
- Fees paid to court reporter

MERS Wages that are Includable (with employer adoption only)

- Weekly workers' compensation payments
- Short-term disability payments
- Payment for achievement by employees for performance goals, merit compensation, or similar payments
- Payment for achievement by employees who currently have, or acquired educational degrees (associate, bachelor, or higher) from an accredited college or university
- Payment for attainment of, maintenance of, or acquiring job-related certification

Note: Workers' compensation and short-term disability payments are **not** considered to be MERS wages unless the municipality collects and reports employee contributions on the payments. Employees who are receiving weekly workers compensation benefits are to receive service credit, so they should appear on the report even if the payments are not reported.

See [page 41](#) for more information on wages.

Preface

Not MERS Wages

The following may **not** be considered for retirement purposes, and should **not** be included in MERS wages:

- Sick leave lump sum
- Allowances for food, clothing, cleaning, etc...
- Bonuses or incentive to retire
- Items of remuneration that are the basis of a benefit from another retirement program
- Severance pay, termination pay
- Payments in lieu of taking insurance benefits
- Reimbursement of expenses

Lump Sum Payouts Included in Final Average Compensation (FAC)

The following **are** considered includable when calculating FAC, to the extent the payments are earned during the FAC period:

- Longevity
- Personal
- Paid Time Off (PTO) Note: PTO may be used for both vacation and sick leave and is includable regardless of how it's used
- Vacation
- Other (See [page 41](#) for a list of items)

The following **are not** normally included when calculating FAC:

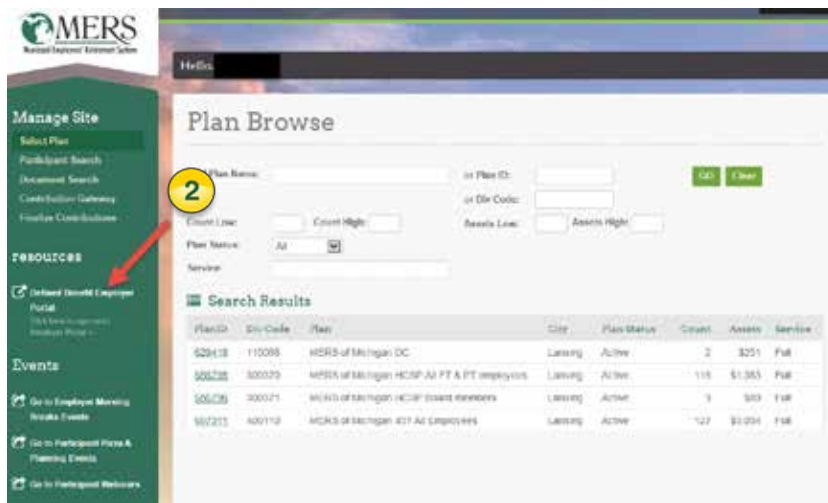
- Unused sick leave (unless the collective bargaining agreement specifies it should be included)

Who is Alerus Retirement Solutions?

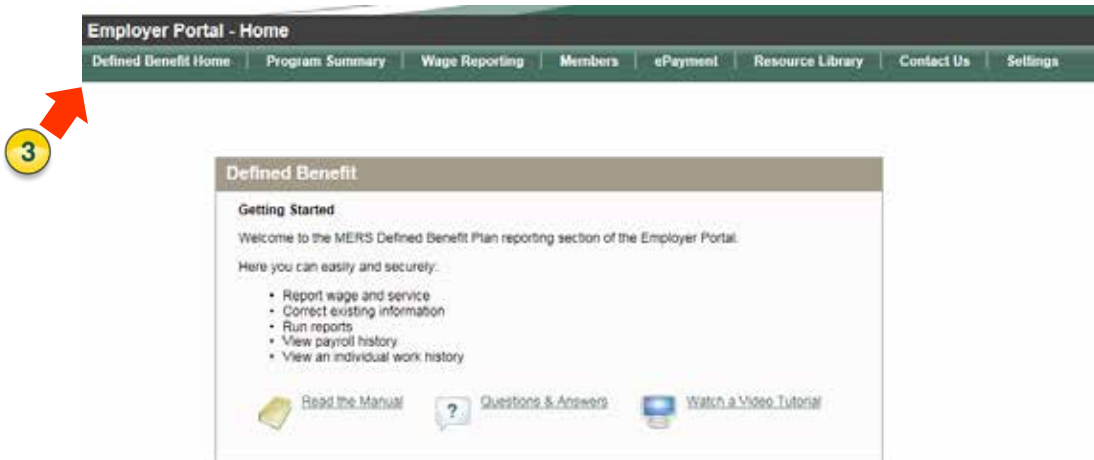
Alerus Retirement Solutions provides recordkeeping services to MERS' participant directed accounts (Defined Contribution, 457 Program and Health Care Savings Program) along with the Retiree Healthcare Funding Vehicle and Investment Services Program. From time to time you may receive emails relating to the Employer Portal from Alerus Retirement Solutions and you will see their name on the portal homepage.

Logging Into Employer Portal

1. Login to the Employer page using the main login at www.mersofmich.com/MERS/Resources/Log-In
2. From landing page, under Resources, select “Defined Benefit Employer Portal”

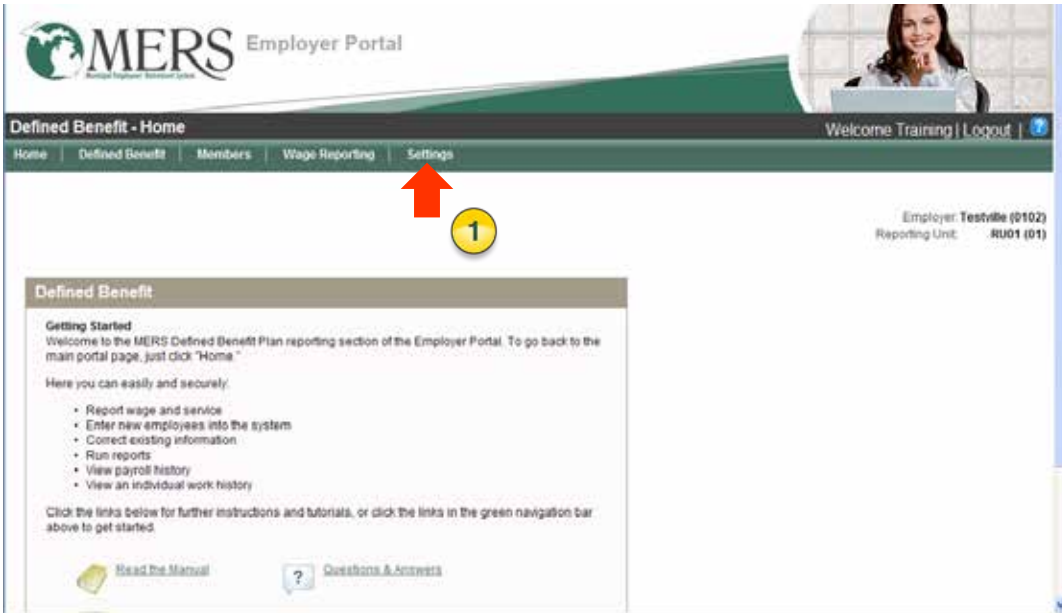


3. From this landing page, you can select any of the options in the upper toolbar – the Defined Benefit reporting home page displays and gives you access to member applications and data, wage reporting, and your settings.



Change Settings

1. Hover over Settings tab.



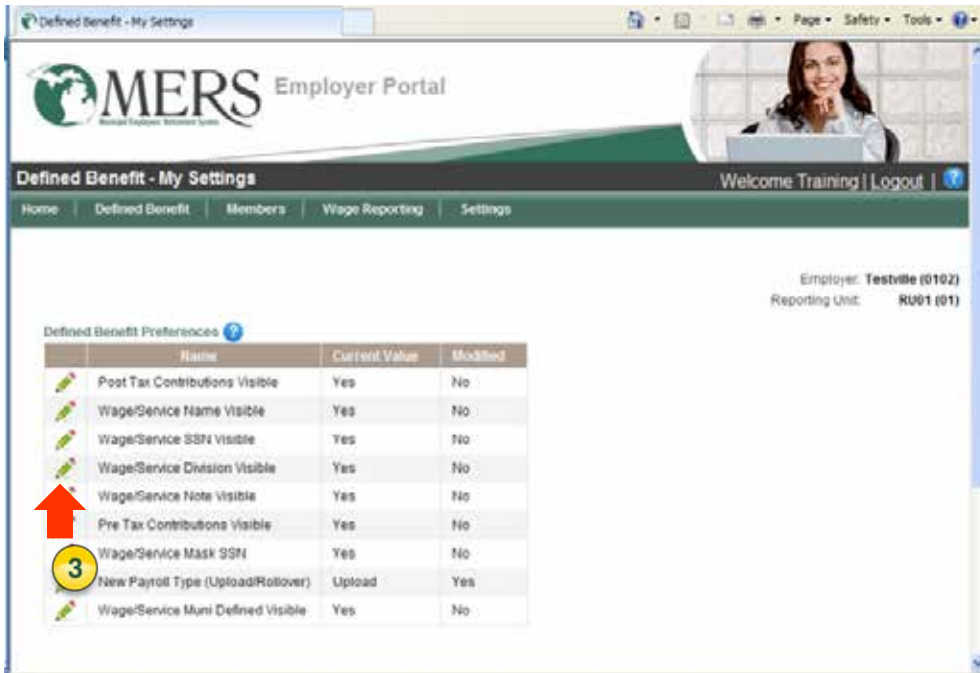
2. Select My Settings.



The My Settings page displays with a list of Defined Benefit reporting preferences. To change a preference, edit the item. Please note – settings may vary by user.

Change Settings (cont.)

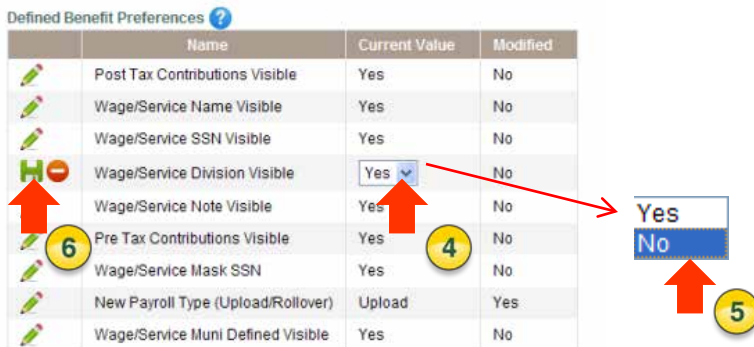
3. Click the edit pencil icon.



4. Click on the Current Value dropdown menu button.

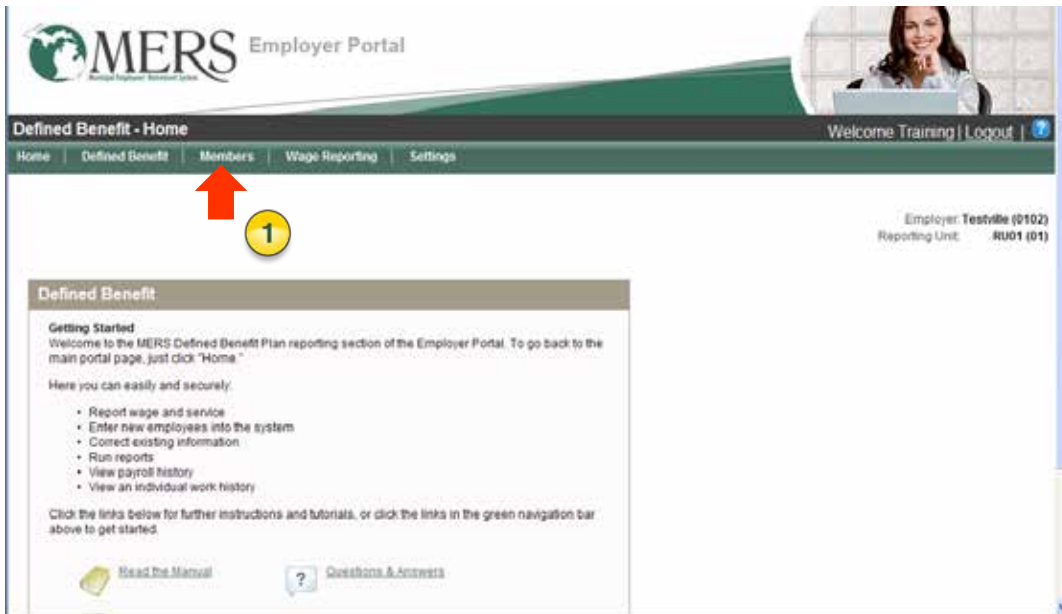
5. Click on the appropriate selection.

6. Click Save.



Find Members and Member Reports

1. Hover over the Members tab on the navigation bar.



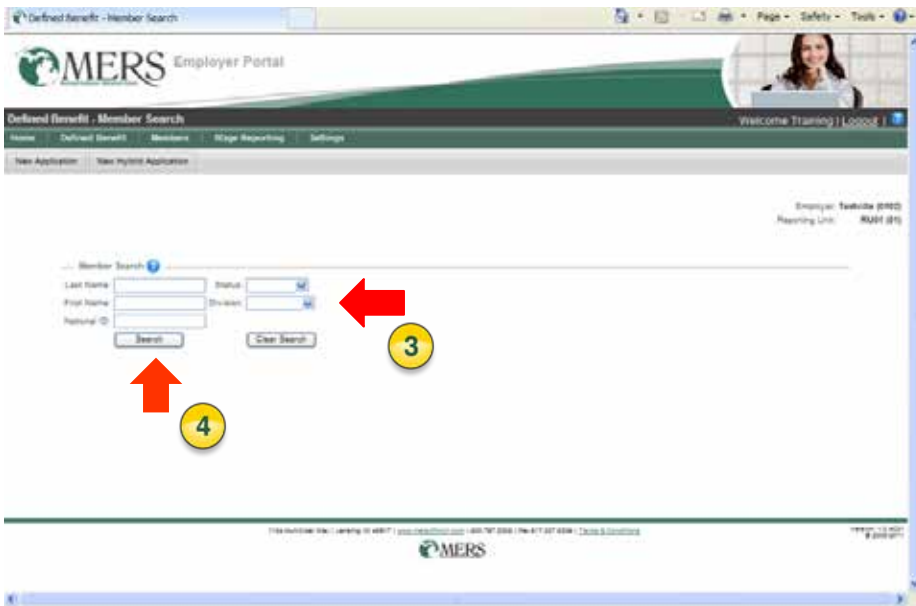
The dropdown menu gives you access to Member Display and Unsubmitted Applications.

2. Select Member Display.



Find Members and Member Reports (cont.)

3. To find a member's record or view a group of members, begin your search by entering specific search criteria in the Member Search fields.
4. Click the Search button.







You may search by first or last name using all or part of a member's name, the National a SSN by using the full or partial number, status, and work division. You can base your search using one field or a combination of fields to narrow your results.

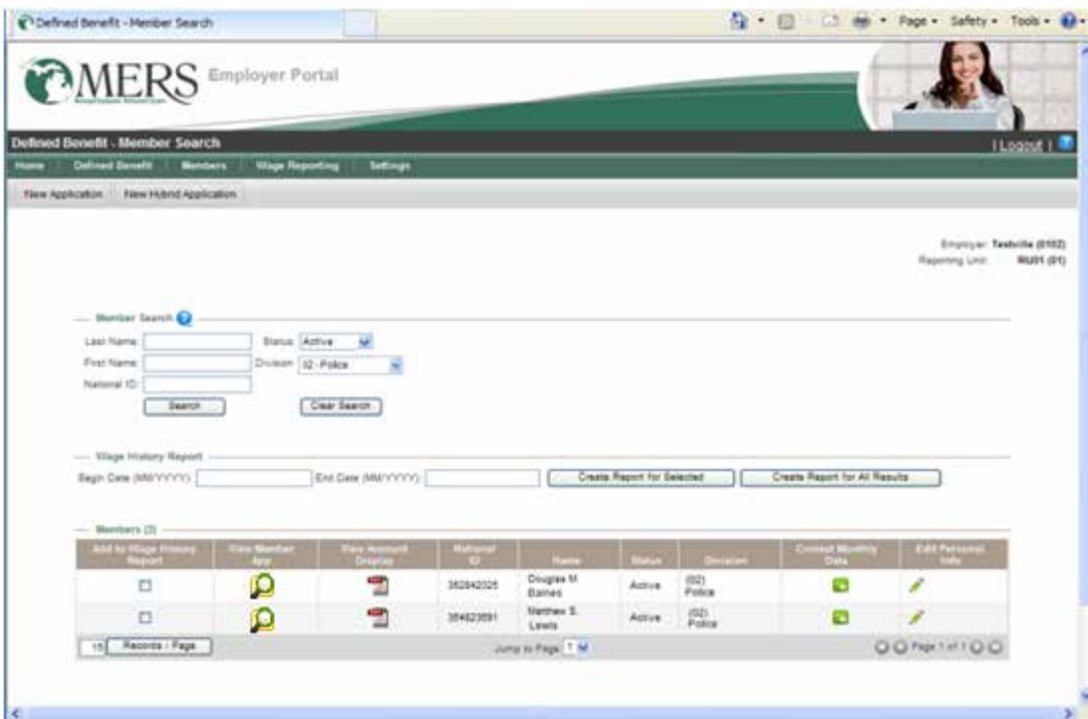
NOTE: A combination of search criteria may be entered to display a specific group of members. For example, to show all active members in a specific division, select "Active" from the Status menu and the "Division" from the Division menu.

Find Members and Member Reports (cont.)

The results display in the Members grid. Here you can select the members to add to a Wage History Report. You can also:

- View and print copies of member applications with the view icon 
- View and print account documents 
- Select current history data to view and print 
- Edit member data 

If all members are needed in the report, only enter the dates for the period you want and select Create Report for All Results.



Defined Benefit - Member Search

MERS Employer Portal

Defined Benefit - Member Search [Logout]

Home Defined Benefits Members Wage Reporting Settings

New Application New Hybrid Application

Employer: Textville (0102)
Reporting Unit: RUP1 (01)

Member Search

Last Name: [] Status: Active

First Name: [] Division: 02 - Police

National ID: []









Search Clear Search

Wage History Report

Begin Date (MM/YYYY): [] End Date (MM/YYYY): []

Create Report for Selected Create Report for All Results

Members (2)

Add to Wage History Report	View Member App	View Account Details	National ID	Name	Status	Division	Current Monthly Data	Edit Personal Info
<input type="checkbox"/>			35294204	Douglas M Barnes	Active	02 - Police		
<input type="checkbox"/>			35432091	Matthew S Lewis	Active	02 - Police		

13 Records / Page Jump to Page Page 1 of 1

Add a New Member

From the Member Search page, you can enter new member applications and beneficiary information.

The New Application and New Hybrid Application links (in the gray tool bar just under the navigation bar) take you to the member application page.

The Hybrid Member Application will only show if your municipality has a hybrid division and is used to enter the employee into the defined benefit plan **only**.

Please note: To enroll a new hybrid participant, the employer completes the new hire application process for the defined benefit portion and then adds the participant to the defined contribution portion payroll file on their next wage contribution reporting. Defined benefit enrollment must be entered in the system PRIOR to defined contribution enrollment.

1. Click on New Application.

The screenshot shows the MERS Employer Portal interface. At the top, there is a navigation bar with links for Home, Defined Benefit, Members, Wage Reporting, and Settings. Below this, there are two buttons: 'New Application' and 'New Hybrid Application'. A red arrow points to the 'New Application' button. The main content area includes a 'Member Search' section with input fields for Last Name, First Name, and National ID, along with dropdown menus for Status (set to 'Active') and Division (set to '02 - Police'). There are 'Search' and 'Clear Search' buttons. Below the search section is a 'Wage History Report' section with date pickers for 'Begin Date (MM/YYYY)' and 'End Date (MM/YYYY)', and buttons for 'Create Report for Selected' and 'Create Report for All Results'. At the bottom, there is a 'Members' table with the following data:

Add to Wage History Report	View Member App	View Account Details	National ID	Name	Status	Division	Connect Missing Data	Edit Personal Info
<input type="checkbox"/>			35294202	Douglas M Barnes	Active	(02) Police		
<input type="checkbox"/>			35432091	Matthew S Lewis	Active	(02) Police		

Add a New Member (cont.)

The Membership Application Screen is used for entering member information and beneficiaries. All **BOLD** fields are required.

2. Enter a hire date in the given format. You may enter the date manually or pick a date from the pop-up calendar by clicking on the arrow.
3. Press tab or enter.

When you click away from the field, the screen refreshes and the division menu is filled with available division as of the hire date.

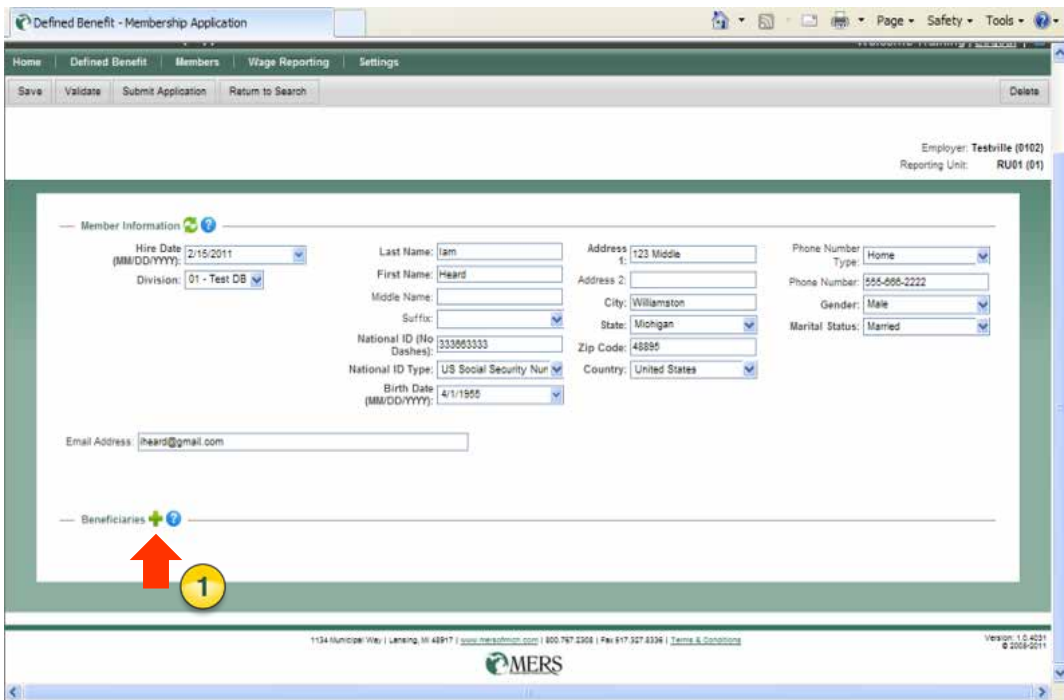
4. Select the division.

5. Enter remaining member data.
6. Enter email address.

Add a Beneficiary

To add beneficiaries, click the **Add** green plus icon next to the beneficiaries heading.
Note: It is not required to add beneficiaries on the membership application.

1. Click Add 

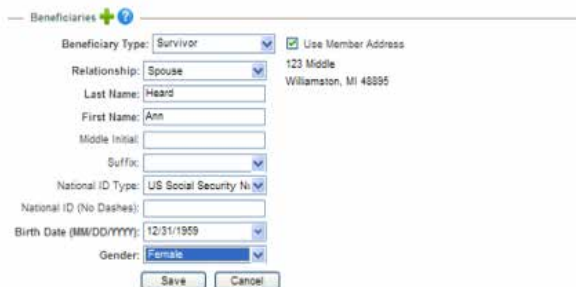


The screenshot shows the 'Defined Benefit - Membership Application' interface. The 'Member Information' section is filled out with the following data:

Hire Date (MM/DD/YYYY):	2/15/2011	Last Name:	Jan	Address 1:	123 Middle	Phone Number Type:	Home
Division:	01 - Test DB	First Name:	Heard	Address 2:		Phone Number:	555-555-2222
		Middle Name:		City:	Williamston	Gender:	Male
		Suffix:		State:	Michigan	Marital Status:	Married
National ID (No Dashes):	333883333	National ID Type:	US Social Security Num	Zip Code:	48895		
Birth Date (MM/DD/YYYY):	4/1/1955	Country:	United States				

The 'Beneficiaries' section is currently empty, with a green plus icon and a question mark next to the heading. A red arrow points to this icon, and a yellow circle with the number '1' is placed next to it.

The text fields appear in the work area. All bolded fields are required data.



The 'Beneficiaries' form is shown with the following data:

Beneficiary Type:	Survivor	<input checked="" type="checkbox"/> Use Member Address
Relationship:	Spouse	123 Middle
Last Name:	Heard	Williamston, MI 48895
First Name:	Ann	
Middle Initial:		
Suffix:		
National ID Type:	US Social Security Num	
National ID (No Dashes):		
Birth Date (MM/DD/YYYY):	12/31/1959	
Gender:	Female	

Buttons for 'Save' and 'Cancel' are visible at the bottom of the form.

Add a Beneficiary (cont.)

If the beneficiary address is different from the member address, uncheck the box next to the **Use Member Address** field.

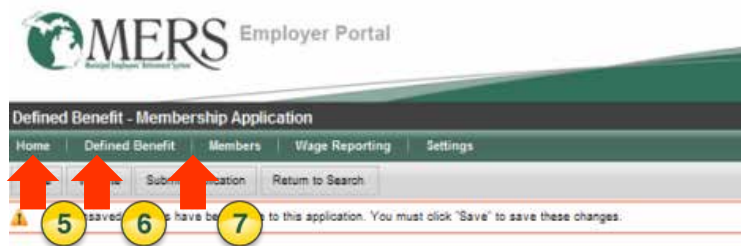
2. Leave **Use Member Address** selected or uncheck and enter a new beneficiary address.
3. Enter the remaining information in the required fields.
4. Click **Save**.

The screenshot shows a web form for adding a beneficiary. On the left, a red box highlights the personal information fields: Beneficiary Type (Survivor), Relationship (Spouse), Last Name (Heard), First Name (Ann), Middle Initial, Suffix, National ID Type (US Social Security N), National ID (No Dashes), Birth Date (12/31/1959), and Gender (Female). A red arrow points from the 'Use Member Address' checkbox to the 'Last Name' field, with a callout '3'. On the right, another red box highlights the address fields: Use Member Address (unchecked), Address 1, Address 2, City, State (Michigan), Zip Code, and Country (United States). A red arrow points from the 'Use Member Address' checkbox to the 'Address 1' field, with a callout '2'. At the bottom, a red arrow points to the 'Save' button, with a callout '4'.

5. Click **Save**.
6. Click **Validate**.

If any errors exist or if required fields are left empty in the application, an error message displays under the gray tool bar. Any errors must be corrected before the application can be submitted. Warnings should be reviewed; however, the application may be submitted with warnings.

7. Click Submit Application.



A confirmation page displays. The application process is not complete until you have mailed or faxed the signed Membership Application to MERS. This is required. A mailing address and fax number are provided on the confirmation page.

Submit a Saved Application









1. Hover over Members tab.
2. Select **Unsubmitted Applications**



All membership applications that have been saved, but not yet submitted are displayed in a grid. In order to submit a saved application from the list, click the **Edit** pencil icon to open the **Membership Application** screen.

3. Click **Edit** icon.

— Unsubmitted Membership Applications (Defined Benefit) (4) —

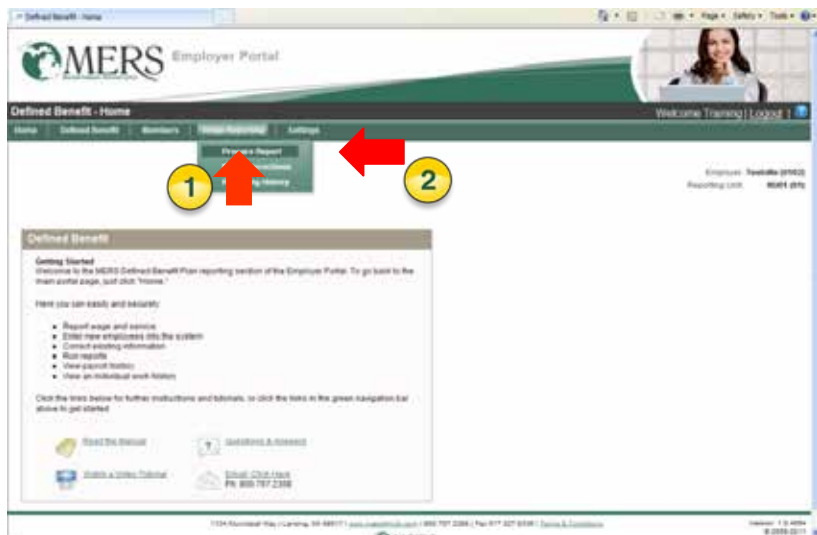
	Description	State	Last Updated	
	htl 3 ya (111223333)	Unsubmitted	2/14/2011 12:38:42 PM	
	Ura, Valentine (666778888)	Unsubmitted	2/14/2011 12:44:11 PM	
	Sample, Test (123456789)	Unsubmitted	3/10/2011 11:22:10 AM	
	Heard, Iam (111224444)	Unsubmitted	3/29/2011 1:36:33 PM	

10 Records / Page Jump to Page 1 Page 1 of 1

Follow the same steps that are used for adding a new member application on [pages 11-12](#) of this guide.

Upload a Payroll Report

1. Hover over **Wage Reporting** tab.
2. Select **Prepare a Report** from the dropdown menu. (Note – When using upload, change settings to “New Payroll Type”.)



If **Upload** is chosen as the new payroll type in the settings, the **Upload Payroll Report** displays. If **Rollover** is chosen as the new payroll type in the settings, click **Upload** from the report's gray bar. An information box reminds you the file must be in CSV format and Employee IDs must be complete. (see Appendix)

3. Click Browse.



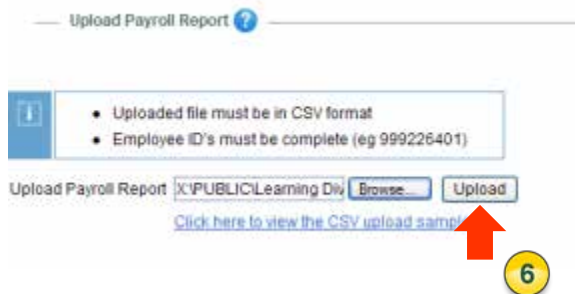
Upload a Payroll Report (cont.)

4. Select the file you wish to upload. The file will highlight and the name displays in the **File Name** field.
5. Click **Open**.



The report file name displays in the **Upload Payroll Report** text field. Note – CSV template must have the header row removed prior to submissions.

6. Click **Upload**



Upload a Payroll Report (cont.)

The payroll report displays. Data on this report may be changed.

7. Enter the **Number of Pay Periods**.

Report Period: 1/1/2011 - 1/31/2011

Number of Pay Periods: 7 Name or ID Filter:

Report Totals ?

Member Count: 2 Wage Total: \$9,000.00 Pre-Tax Contribution Total: \$350.00 Post-Tax Contribution Total: \$0.00

National ID	Name	Transfer	DB	MERS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Contribution Discrepancy	Service	Status	Status Change Date	Note
XXX-XX-7777	DBExample, Test C	<input type="checkbox"/>	01-Test DB	\$4,000.00	Family Medical Leave /	\$200.00	\$0.00	STD/LTD	Full	Active	1/1/2011	
XXX-XX-4321	Member, Sample T	<input type="checkbox"/>	01-Test DB	\$5,000.00	Hours Higher/Lower	\$150.00	\$0.00	STD/LTD	Full	Active	1/1/2011	

50 Records / Page Jump to Page:

8. Enter the appropriate data.

9. Click **Save**.

10. Click **Check for Errors**.

A message will display that the report has been validated if no errors or warnings occur.

If errors display, please correct or choose appropriate discrepancy code then check for errors again. If warnings display, please review but the report can be submitted with warnings.

11. Click **Preview & Submit**. You must put a check mark in to verify information is accurate to the best of your knowledge.

Defined Benefit - Prepare Report

Home Defined Benefit Benefits Wage Reporting Settings

Save Check for Errors Preview & Submit Add Member Clear Pay Wages Clear Wages Upload Append

Number of Pay Periods: 9 10 11 Name or ID Filter:

Report Totals ?

Member Count: 2 Wage Total: \$9,000.00 Pre-Tax Contribution Total: \$350.00 Post-Tax Contribution Total: \$0.00

National ID	Name	Transfer	DB	MERS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Contribution Discrepancy	Service	Status	Status Change Date	Note
100-XX-4321	Member, Sample T	<input type="checkbox"/>	01-Test DB	\$5,000.00	Hours Higher/Lower	\$150.00	\$0.00	STD/LTD	Full	Active	1/1/2011	

50 Records / Page Jump to Page:

8

Upload a Payroll Report (cont.)

After reviewing the report totals, you have the option to cancel or submit the payroll report.

12. Click **Submit Payroll Report**.

Defined Benefit - Prepare Report

MERS Employer Portal

Welcome Training | Logout

Employer: Testable (9762)
Reporting Unit: 0001 (PA)

Report Period: 3/1/2011 - 2/28/2011

Current Report Summary

Division	Member Count	MERS Wages	Total Wages	Employee Rate	Member Contributions Reported	Employee Rate	Employee Contributions Calculated	Flat Fee Allowed	Additional Contributions
01 - Test DE	2	\$8,500.00	\$8,500.00		\$0.00	0.00%	\$0.00	\$0.00	\$0.00
02 - Test DE	0	\$0.00	\$0.00		\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Grand Totals	2	\$8,500.00	\$8,500.00		\$0.00		\$0.00	\$0.00	\$0.00

Actual Bill may vary due to rounding

12

A message box displays that your payroll report has been successfully submitted to MERS.

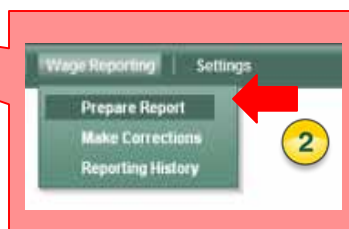
Manually Enter a Payroll Report

If you want to manually add wages and contributions, your settings must be set to the **Rollover** option. When reporting manually, the report that displays will show the same information from the last pay period. You may use the existing data or enter new.

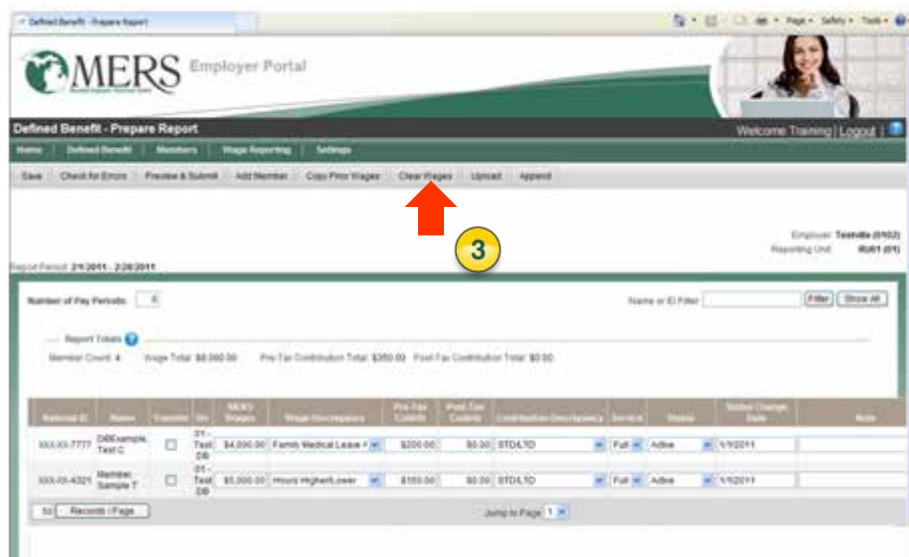
1. Hover over **Wage Reporting** on the navigation bar.



2. Select **Prepare Report**.
The report displays.

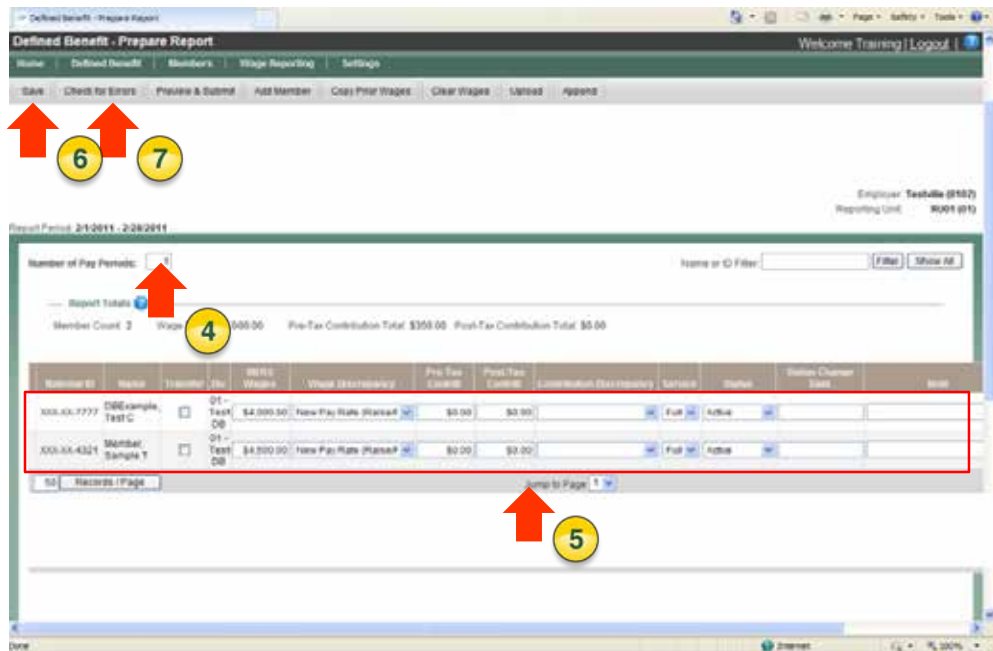


3. To create a clean report for wages and contributions, click **Clear Wages**.



Manually Enter a Payroll Report (cont.)

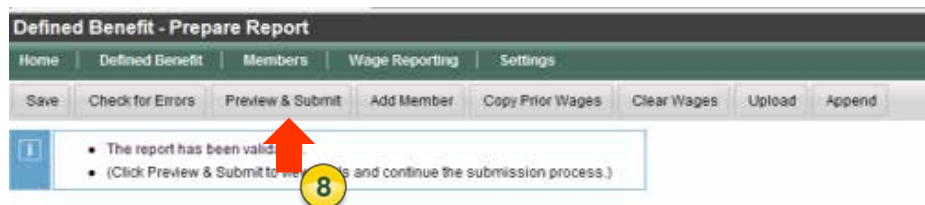
4. Enter the number of pay periods.
5. Enter the appropriate data.



6. Click **Save**.
7. Click **Check for Errors**.

A message will display that the report has been validated if no errors or warnings occur. If errors display, please correct or choose appropriate discrepancy code then check for errors again. If warnings display, please review but the report can be submitted with warnings.

8. Click **Preview and Submit**.



Manually Enter a Payroll Report (cont.)

After reviewing the report totals, you have the option to cancel or submit the payroll report.

9. If you choose to submit, click **Submit Payroll Report**.

Business	Member Count	MERS Wages	Total Wages	Employee Rate	Member Contributions Reported	Employee Rate	Employee Contributions Calculated	Flat Fee Allowed	Additional Contributions
01 - Test DE	2	\$8,500.00	\$8,500.00		\$0.00	5.00 %	\$0.00	\$0.00	\$0.00
02 - Test DE	0	\$0.00	\$0.00		\$0.00	5.00 %	\$0.00	\$0.00	\$0.00
Grand Totals	2	\$8,500.00	\$8,500.00		\$0.00	5.00 %	\$0.00	\$0.00	\$0.00

Actual Bill may vary due to rounding

A message box displays your payroll report has been successfully submitted to MERS.

Making Additional Contributions

You can make additional contributions on a regular monthly report, a corrected period report, voluntary contributions report or surplus division. To make additional contributions on a monthly report or a corrected period report, follow these steps:

Note: The screen below is prompted after hitting **Preview & Submit** when submitting a payroll report. 

1. Select the **Edit Pencil** next to the correct division.
2. Enter in the dollar amount under **Additional Contributions**.
3. Select the **Save** button.
4. Select **Submit Payroll Report**.

**Note: If an employee is participating in the Deferred Retirement Option Plan (DROP), contributions should be reported under Additional Contributions in the Division the participant is enrolled and not under the specific employee.*

Division	Member Count	MERS Status	Unpaid Status	Employee Rate	Member Contribution Rate	Employer Rate	Employee Contribution Category	Est. DB Amount	Additional Contributions
21-SAMPLE	5	\$16,713.93	\$16,713.93	0.00%	\$0.00	31.20%	\$5,214.75	\$0.00	\$0.00
20-SAMPLE1	2	\$7,646.38	\$7,646.38	0.00%	\$0.00	49.10%	\$3,754.27	\$0.00	\$0.00
14-SAMPLE2	6	\$17,024.48	\$17,024.48	3.00%	\$510.74	29.91%	\$5,023.92	\$0.00	\$0.00
13-SAMPLE3	1	\$2,079.90	\$2,079.90	3.00%	\$62.30	83.36%	\$1,949.95	\$0.00	\$0.00
12-SAMPLE4	13	\$31,069.88	\$31,069.88	0.00%	\$0.00	10.90%	\$3,385.63	\$0.00	\$0.00
11-SAMPLE5	8	\$20,843.34	\$20,843.34	0.00%	\$0.00	13.33%	\$2,779.42	\$0.00	\$0.00
02-SAMPLE6	6	\$19,596.49	\$19,596.49	0.00%	\$0.00	0.06%	\$0.00	\$8,007.00	\$0.00
01-SAMPLE7	8	\$13,889.20	\$13,889.20	0.00%	\$0.00	8.37%	\$1,145.79	\$0.00	\$0.00
Grand Totals:	49	\$126,652.86	\$126,652.86		\$573.12		\$23,244.83	\$8,007.00	\$0.00

Division	Member Count	MERS Status	Unpaid Status	Employee Rate	Member Contribution Rate	Employer Rate	Employee Contribution Category	Est. DB Amount	Additional Contributions
21-SAMPLE	5	\$16,713.93	\$16,713.93	0.00%	\$0.00	31.20%	\$5,214.75	\$0.00	\$1,000.00
20-SAMPLE1	2	\$7,646.38	\$7,646.38	0.00%	\$0.00	49.10%	\$3,754.27	\$0.00	\$0.00
14-SAMPLE2	6	\$17,024.48	\$17,024.48	3.00%	\$510.74	29.91%	\$5,023.92	\$0.00	\$0.00
13-SAMPLE3	1	\$2,079.90	\$2,079.90	3.00%	\$62.30	83.36%	\$1,949.95	\$0.00	\$0.00
12-SAMPLE4	13	\$31,069.88	\$31,069.88	0.00%	\$0.00	10.90%	\$3,385.63	\$0.00	\$0.00
11-SAMPLE5	8	\$20,843.34	\$20,843.34	0.00%	\$0.00	13.33%	\$2,779.42	\$0.00	\$0.00
02-SAMPLE6	6	\$19,596.49	\$19,596.49	0.00%	\$0.00	0.06%	\$0.00	\$8,007.00	\$0.00
01-SAMPLE7	8	\$13,889.20	\$13,889.20	0.00%	\$0.00	8.37%	\$1,145.79	\$0.00	\$0.00
Grand Totals:	49	\$126,652.86	\$126,652.86		\$573.12		\$23,244.83	\$8,007.00	\$1,000.00

* Actual DB may vary due to rounding

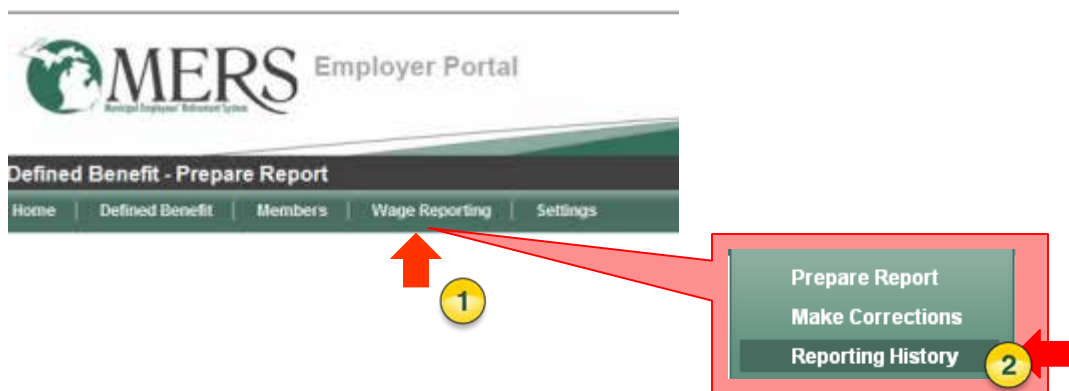
Making Additional Contributions


To make additional voluntary contributions on a voluntary contribution report, follow these steps:

Reporting History

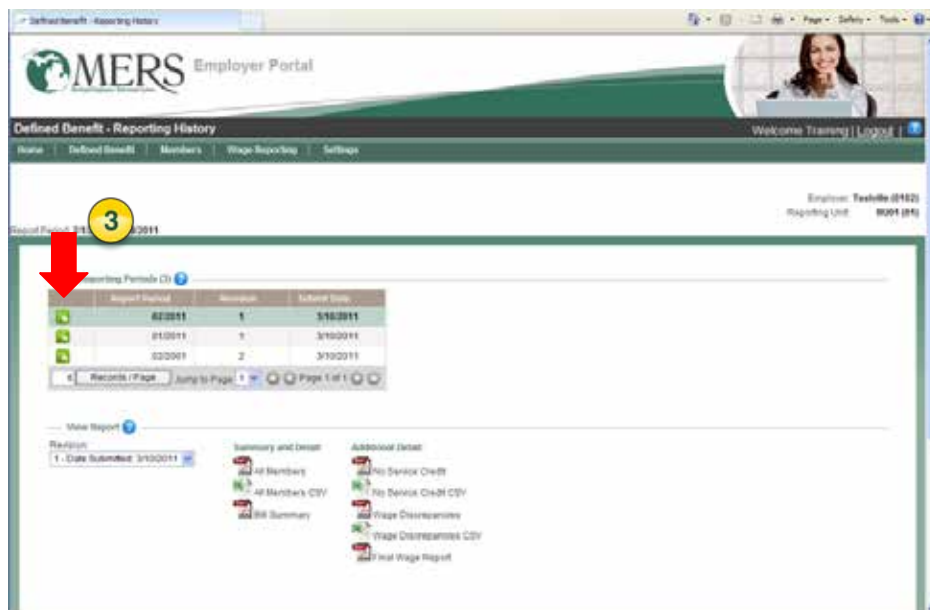
Reporting History allows you to view and print payroll reports previously submitted.

1. Hover over **Wage Reporting**.
2. Select **Reporting History**.



The **Reporting History** page displays. You can select the report you want to view by clicking on the green select button  in the column on the left of the report listing.

3. Click the **Select** icon.



Reporting History (cont.)

The report may be viewed in PDF or CSV file format as a **Summary and Detail** or **Additional Detail** (i.e. No Service Credit, Wage Discrepancies, Final Wage Report shown in this example)

Report Period: 2/1/2011 - 2/28/2011

All Reporting Periods (3)

Report Period	Revision	Submit Date
02/2011	1	3/10/2011
01/2011	1	3/10/2011
02/2010	2	3/10/2011

6 Records / Page Jump to Page 1 Page 1 of 1

View Report

Revision: 1 - Date Submitted: 3/10/2011

Summary and Detail:	Additional Detail:
All Members	No Service Credit
All Members CSV	No Service Credit CSV
Bill Summary	Wage Discrepancies
	Wage Discrepancies CSV
	Final Wage Report

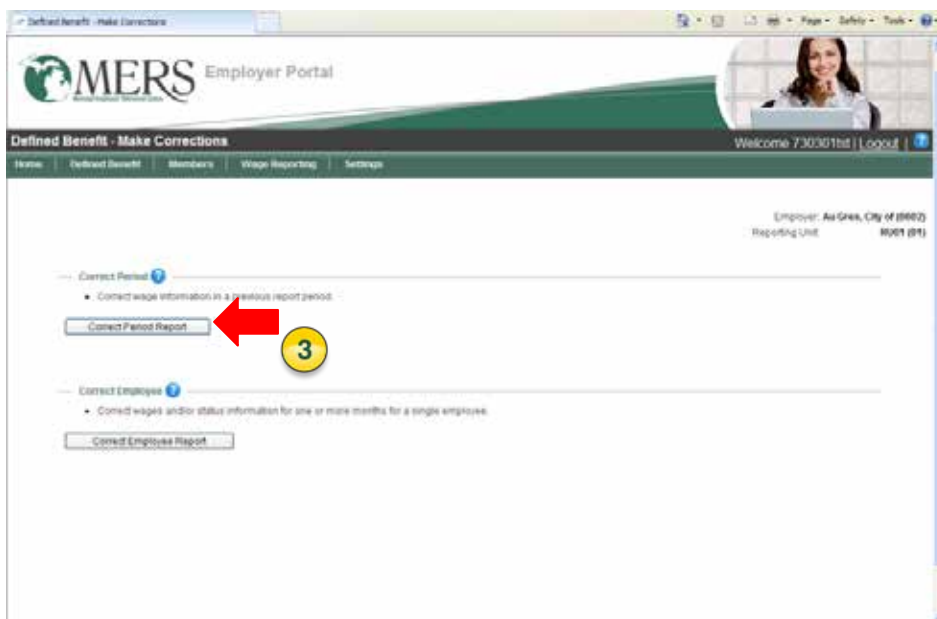
Correcting a Pay Period Report

To make corrections to previously submitted reports:

1. Hover over **Wage Reporting**.
2. Select **Make Corrections**.




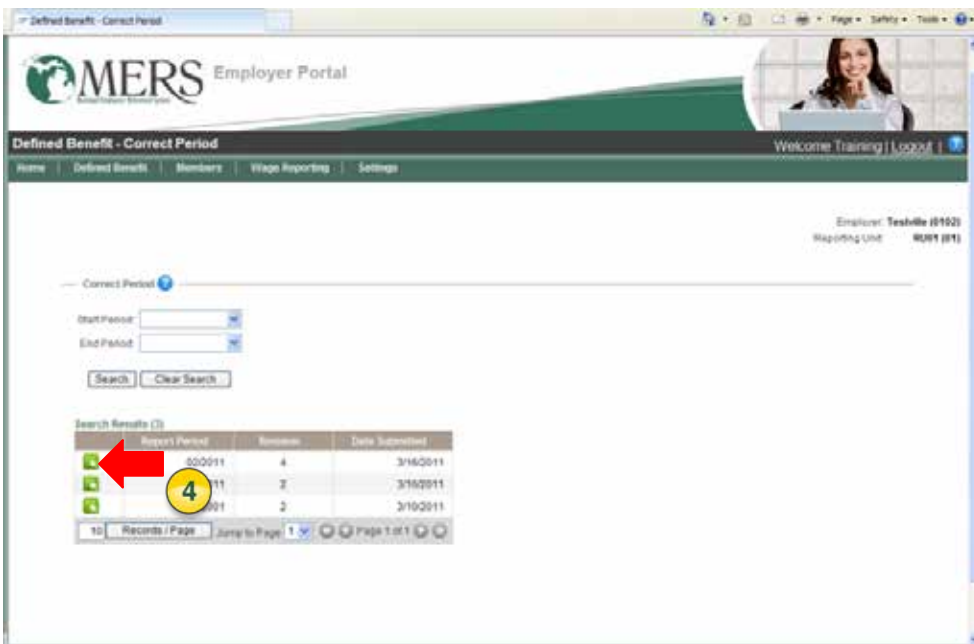
3. Click on **Correct Period Report**.



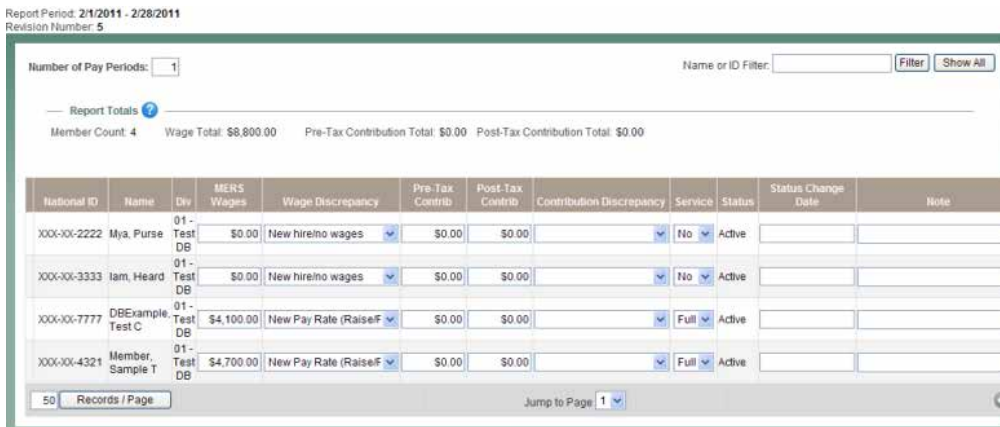
Correcting a Pay Period Report (cont.)

You can search for your report by date or you can select from the list of pay periods that displays in the grid.

4. Click **Select**  next to the payroll report you wish to correct.



The report displays.



Correcting a Pay Period Report (cont.)

5. Enter your corrections.
6. Click **Save**.
7. Click **Check for Errors**.

Home | Defined Benefit | Members | Wage Reporting | Settings

Save | Check for Errors | Preview & Submit | Add Member | Upload | Append | Cancel

Employer: **Testville (0102)**
Reporting Unit: **RU01 (01)**

Report Period: **2/1/2011 - 2/28/2011**
Revision Number: **5**

Number of Pay Periods: **1** Name or ID Filter: Filter Show All

Report Totals
Member Count: 4 Wage Total: \$9,000.00 Pre-Tax Contribution Total: \$0.00 Post-Tax Contribution Total: \$0.00

National ID	Name	Div	MERS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Contribution Discrepancy	Service	Status	Status Change Date	Note
XXX-XX-2222	Mya, Purse	Test DB	\$0.00	New hire/no wages	\$0.00	\$0.00		No	Active		
XXX-XX-3333	Iam, Heard	Test DB	\$0.00	New hire/no wages	\$0.00	\$0.00		No	Active		
XXX-XX-7777	DBExample Test C	Test DB	\$4,200.00	New Pay Rate (Raise/F	\$0.00	\$0.00		Full	Active		
XXX-XX-4321	Member Sample T	Test DB	\$4,800.00	New Pay Rate (Raise/F	\$0.00	\$0.00		Full	Active		

50 Records / Page Jump to Page: 1

A message displays the report has been validated if there are no errors or warnings. If any errors exist or if required fields are left empty in the applications, an error message displays under the gray tool bar. Any errors must be corrected before the application can be submitted. Warnings should be reviewed; however, the application may be submitted with warnings.

8. Click **Preview and Submit**.

Note – With corrected reports, the correction amount should be the anticipated original amount, not the difference between the submitted report and corrected report.

Home | Defined Benefit | Members | Wage Reporting | Settings

Save | Check for Errors | Preview & Submit | Add Member | Upload | Append | Cancel

The report has been validated.
(Click Preview & Submit to view totals and continue the submission process.)

Correcting a Pay Period Report (cont.)

The report totals display in the **Revision Detail** screen.

10. Check totals to see that everything is correct.

11. Click **Submit Corrections**.

Defined Benefits - Correct Period
Report Period: 2/1/2011 - 2/28/2011
Revision Number: 5

Member	Pay Period	New Balance	Wage	Pre-Tax	New Rate	Pre-Tax	Pre-Tax	Pre-Tax	New Employer	Employer	Pre-Tax	Additional	Total
01 - Test DB	4	\$8,800.00	\$9,800.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4	\$8,800.00	\$9,800.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Actual Bill may vary due to rounding

Submit Corrections Cancel Submission

Revision	Div	SSN	Name	RRRS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Covered Discrepancy	Service Credit	Status	Status Date	Note
5	01	000-XX-4321	Member, Sample T	\$4,800.00	New Pay Rate (Raise/Promotion)	\$0.00	\$0.00		Full	Active		
3	01	000-XX-4321	Member, Sample T	\$4,700.00	New Pay Rate (Raise/Promotion)	\$0.00	\$0.00		Full	Active		
1	01	000-XX-4321	Member, Sample T	\$4,800.00	New Pay Rate (Raise/Promotion)	\$0.00	\$0.00		Full	Active		

Revision	Div	SSN	Name	RRRS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Covered Discrepancy	Service Credit	Status	Status Date	Note
5	01	000-XX-7777	DBExample, Test C	\$4,200.00	New Pay Rate (Raise/Promotion)	\$0.00	\$0.00		Full	Active		

A confirmation message displays the corrections have been submitted to MERS.

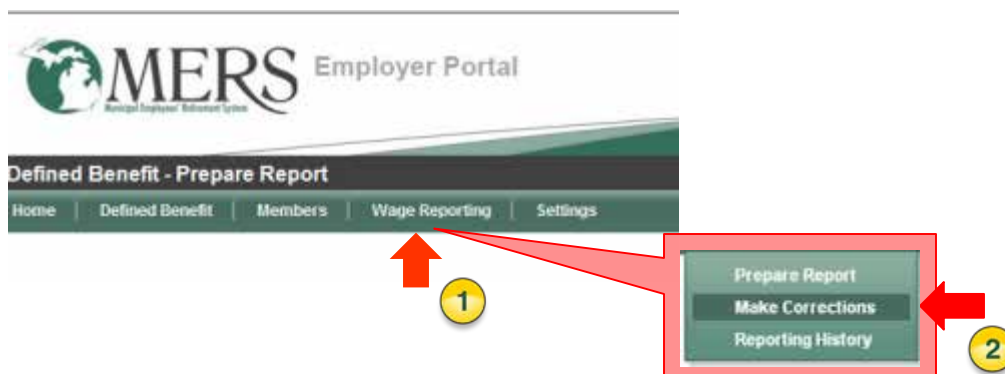
The correction for the period 2/1/2011 - 2/28/2011 has been successfully submitted to MERS.

Note: Adjusted invoices are sent the following business day.

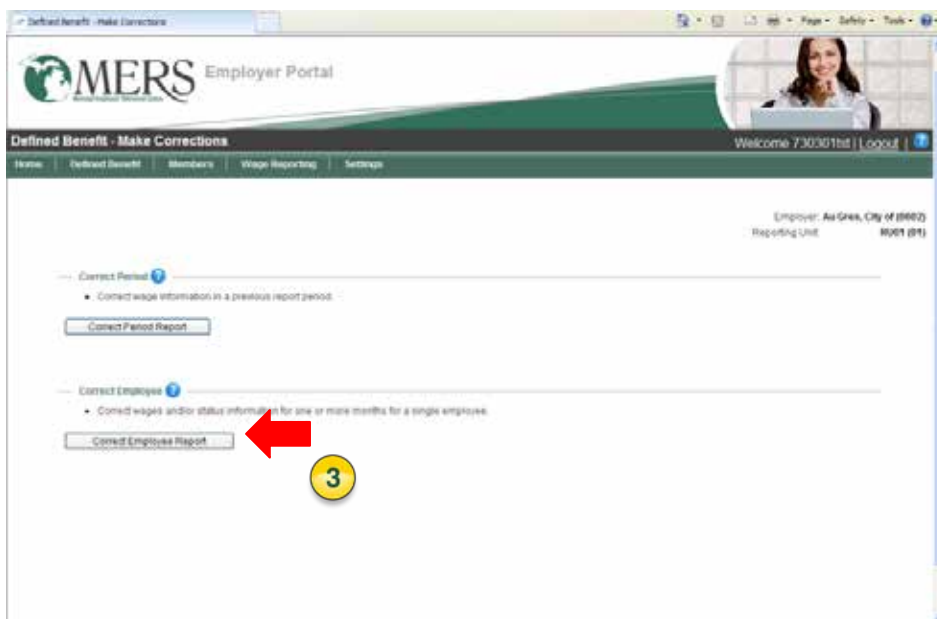
Correcting an Employee Wage Report

To make corrections to an individual's wage and service report:

1. Hover over **Wage Reporting**.
2. Select **Make Corrections**.



3. Click on **Correct Employee Report**.



Correct an Employee Wage Report (cont.)

You can search for a report using specific criteria. If you have a specific name or National ID/Social Security Number, the search will produce one name. However, a quick search by status or division will produce a list of reports.

4. Enter search criteria.
5. Click **Search**.

Defined Benefit - Correct Employee

MERS Employer Portal

Defined Benefit - Correct Employee

Welcome Training | Logout

Home | Defined Benefit | Members | Wage Reporting | Settings

Employer: Testville (0102)
Reporting Unit: RU01 (01)

Correct Employee

Last Name: Status:

First Name: Division:

National ID:

Search Clear Search

1134 Municipal Way | Lansing, MI 48917 | www.mersflmich.com | 800.767.2308 | Fax 517.327.8336 | Terms & Conditions

Version: 1.0.4087
© 2009-2011

The **Search Results** grid displays.

6. Click the button  next to National ID for the appropriate individual.

Search Results (5)

National ID	Name	Status	Division
XXX-XX-3333	Iam, Heard	Active	01 - Test DB
XXX-XX-2222	Mya, Purse	Active	01 - Test DB
XXX-XX-1212	Members, Noni	Active	01 - Test DB
XXX-XX-4321	Member, Sample	Active	01 - Test DB
XXX-XX-7777	DBExample, Test	Active	01 - Test DB

10 Records / Page Jump to Page 1 Page 1 of 1

Correct an Employee Wage Report (cont.)

From this page, you can make corrections in the Employee History grid, add reports, apply transfers, backdate terminations, make retroactive adjustments, and smooth wages for contributions for specific years.

7. Enter corrections.
8. Click **Save**.

Defined Benefit - Correct Employee

Home Defined Benefit Members Wage Reporting Settings

Save Check for Errors Preview & Submit Cancel

Employer: Testville (0102)
Reporting Unit: RU01 (01)

Correcting: (0102) Testville - RU01: DBExample, Test

Report Period	Transfer	Div	MERS Wages	Wage Discrepancy	Pre-Tax Contrib	Post-Tax Contrib	Contribution Discrepancy	Service	Status	Status Date	Note	Modify
02/2011	No	01 - Test DB	\$4,200.00	New Pay Rate (Raise)F	\$0.00	\$0.00		Full	Active			No
01/2011	No	01 - Test DB	\$4,100.00	Family Medical Leave P	\$200.00	\$0.00	STD/LTD	Full	Active	1/1/2011		No

10 Records / Page Jump to Page 1

Unreported Periods (0)

Unreported Periods

Unsubmitted Report: Add Report

Apply Transfer

New Division: 01 - Test DB From: 02/2011 Transfer

Backdate Termination

Report Period: 02/2011 Termination Date: Apply

Retro-Active Adjustment

Amount: \$0.00 Source Report: 02/2011 From: 02/2011 To: 02/2011 Apply Retro

Smooth Wages for 401(a)17

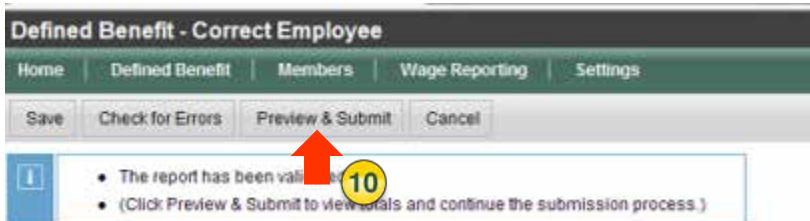
Year: 2011 Yearly Amount: Apply

9. Click **Check for Errors**. You must put a check mark in to verify information is accurate to the best of your knowledge.

Correct an Employee Wage Report (cont.)

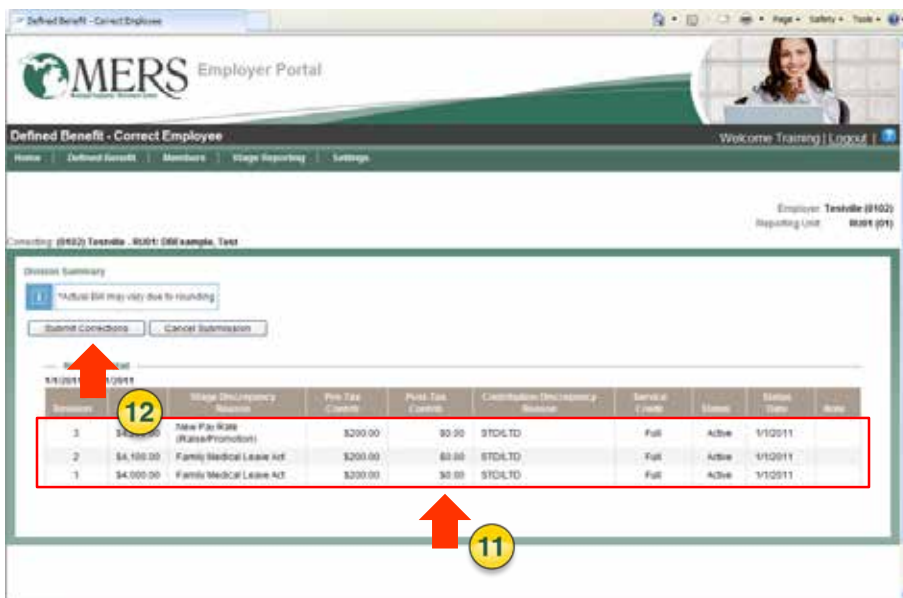
A message box displays the report has been validated if no errors or warnings occur. If errors display, please correct or choose appropriate discrepancy code then check for errors again. If warnings display, please review but the report can be submitted with warnings.

10. Click **Preview and Submit**.



11. Check the totals.

12. Click Submit Corrections.



A confirmation displays the correction has been successfully submitted.



Note: Adjusted invoices are sent the following business day.

Appendix

Upload a CSV Payroll File

To report wages, you have two options for getting your data into the system. You may select "Rollover" or "Upload a File."

Rollover is the default user setting for Wage Reporting. You can change this on the Settings under My Settings screen.

If this is your first time preparing a wage report in the Employer Portal, you will use the Upload function. **To Upload:** Browse to your file for upload. Once you have selected a file, click the **Upload** button. This will bring in your data. If you already have data loaded in the system, you will see a **Re-Upload** button. This overwrites the data for that reporting period. Please make sure the data is in the correct format.

Append allows you to upload additional report information for the current reporting period in a CSV file. Uploaded amounts will be added to amounts currently shown on the report screen.

The nine fields of the upload file are:

Field Name/Description	Valid Entries
Social Security Number (REQUIRED)	9 characters, no dashes. Leading zeros must be present.
Termination Date	YYYYMMDD
MERS wages (REQUIRED)	For zero, you may enter 0.
Contributions (REQUIRED)	For zero, you may enter 0 or leave blank.
Service credit code (REQUIRED)	F (Full) or N (None)
Contribution discrepancy code	DISB (STD/LTD), NWBU (New BU w/ Different Rate), NWRT (New Rate), OTH (Other), or WAGE (Make Up Previous Wages)
Wage discrepancy code	DISB (STD/LTD), FMLA (Family Medical leave Act), HCNG (Hours Higher/Lower), MILT (Military), NHIR (New Hire), NPAY (New Pay Rate), OTH (Other), RTRO (Retroactive), VCTN (Payout), or WCMP (Workman's Comp)
Municipality Defined	Limit of 10 characters
Contribution tax code (REQUIRED)	A (After tax) or B (Before tax)

NOTES: The file does not include the bargaining unit. Changes to the bargaining unit can only be made after the file is uploaded. The only code the system will remember after an initial upload is "new Pay Rate" as a wage discrepancy code.

Appendix

Since additions and corrections may be made manually after the file is uploaded (before it is submitted), we suggest that in the upload file, you only report data in these five fields:

- SSN
- MERS Wages
- Contributions
- Service Credit Code
- Contribution Tax Code

NOTE: If the column is not applicable, it must remain on the template but can be left blank.

Contribution & Wage Discrepancy Codes

A wage discrepancy code is required if an employee's wage amount is 25% more or less than the employee's wages for the previous month, adjusted for the number of pay periods in the month. A contribution discrepancy code is required if an employee's contribution amount is 5% more or less than the expected percentage of MERS wages.

Contribution Tax Code

The contribution tax code was designed as a check to see if your records match MERS records in regard to the tax status of an employee's contributions. You will get an error if your code doesn't match the tax status of the employee's record on file at MERS. If this happens, you will need to contact MERS to resolve this error.

NOTE: A Membership Application must be completed online for all of your new hires and rehires before you upload your file. See [Add a New or Rehired Member](#).

Appendix

Converting an Excel File to Comma-Delimited (CSV)

If you compile your payroll information in an Excel file, you can convert it to a comma-delimited file that can be uploaded to Employer Reporting.

- First, enter your data in the proper columns.
- Insert a heading row for all nine columns, even if there is no data for sections. (You will delete the heading row later.) The headings will generate the proper number of commas that appear in the output file.
- If any of the SSN's have leading zeros, format that column as "text" so that the leading zeros will show up.
- From the **File** menu, select **Save As:**
- For **Save As:** type, select "**CSV.**"
- Finally, open the file with Notepad and delete the heading row.

Once your CSV file is prepared, from the Employer Reporting File Upload screen, click **Browse** to navigate to the CSV file and select it, then click the **Upload** button to load your data into the system.

NOTE: The file does not include the bargaining unit. Changes to the bargaining unit can only be made after the file is uploaded.

Discrepancy Codes

Definitions of discrepancy codes and how they should be used for reporting purposes for employers

STD/LTD (short and long-term disability leave)

- Dates of leave should be noted in the note field.
- It is up to the employer whether they will award service credit. Third party wages and/or supplemental wages should be reported if service credit is awarded. It is the employer's responsibility to collect and report employee contributions on the wages and/or supplemental wages.
- Discrepancy code should be used whether service is awarded or not to differentiate between the type of leave for audit purposes.

Family Medical Leave Act

- Law allows 12 weeks of FMLA.
- Discrepancy code should be used whether service is awarded or not to differentiate between the type of leave for audit purposes.
- It is up to the employer whether they will award service credit. If service is awarded a contributory participant must pay contributions to accrue credited service. It is the employer's responsibility to collect and report employee contributions.

Hours Higher/Lower

- If high, a reason should be added in the notes field (e.g., Overtime)
- If low, a reason should be added in the notes field, unless low wages are due to a leave, in which the employer should choose the applicable discrepancy code which indicates the type of leave.

Military Service

- Employer should not report wage or service credit.
- If the participant returns to work within 90 days of discharge and elects to retain service credit for leave time.
 - The employer will submit wage corrections (estimating wages for leave period) with payment of EE/ER contributions through reporting portal; otherwise, service credit is lost.

New Hire/No Wages

- No wages paid in the month of hire, but the participant worked the required hours/days needed to earn service credit.

Note: In most cases, the following month's reported wages will be elevated due to the partial previous month amount.

New Pay Rate

- A raise, promotion, or transfer.
- A decrease due to a change in position with a lower pay grade.

Retro Pay

- Wages paid in a lump-sum amount for a contract settlement or other type of wage increase that was not reported at the time it took effect. Employer to report retro through Employer portal with beginning/ending dates and lump sum amount. Internal staff will make the adjustment in the Participant Wage tab if the retro payment was not spread by the employer.

Payout

- To include, Longevity, Merit, Vacation, PTO, Holiday, Personal days, Variable Compensation – Achievement, Educational degree attainment, Certification – Job-related, Perfect attendance pay, etc.

Worker's Compensation (w/c)

- W/C wages and/or Supplemental wages - third-party wages paid while participant is off work due to a work-related injury.
- Employers are not required to report, pay or collect EE/ER contributions, unless the employer reports worker's compensation wages through the reporting portal. Wage reporting is not required but the month must be coded as workers comp.

Other (Wages to be reported as Other)

- **Car allowance or any other reimbursements** (to be considered it must be reported on the participant's W-2 as income).
- **Cafeteria Plans** (established under Section 125 of Internal Rev Code), pre-tax contributions to cover or partially cover participant's expense for group health insurance premiums, dependent care, and non-insurance covered medical expenses.
- **Deferred compensation** amounts under deferred compensation programs recognized by the Board, including premiums for annuities and permanent life insurance policies that are transferred to the ownership of the participant upon retirement. This can include employer contributions paid into a 457 plan.
- **Fees** – e.g., paid to court reporters by court or municipality.
- **Health Care Savings Plan (HCSP)** – Employee contributions are only attributable to the FAC. Employer-paid contributions cannot be included in the participant's FAC.
- **Premiums** for annuity or permanent life Insurance policies/premiums paid to the participant upon their retirement.
- **Merit** – lump sum payments usually issued to participant for their work performance. Merit pay is included in the participant's FAC, whereby if classified as a bonus it would not be included in FAC.
- **Variable Compensation** – Achievement (examples below):
 - Established annual performance goals
 - Attainment of education degrees
 - Certification - Job related
 - Perfect attendance pay
- **On Call Fees/Per diem** – Specific dollar amounts paid to participants
- **Shift differential** – The difference in hourly pay due to a change in hours worked
- **Supplemental wages** – Paid by the employer in addition to third party wages

MERS of Michigan

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM

1134 Municipal Way
Lansing, MI 48917

800.767.MERS (6377)

Fax: 517.703.9707

www.mersofmich.com

This presentation contains a summary description of MERS benefits, policies or procedures. MERS has made every effort to ensure that the information provided is accurate and up to date. Where the publication conflicts with the relevant Plan Document, the Plan Document controls.

