

WAGE SUBMISSION & VERIFICATION GUIDE

THE PURPOSE OF THIS GUIDE IS TO:

- Help employers who have previously submitted wages for their employees enrolled in MERS DC verify if the wages that will be used to provide accurate information and projections in the Financial Fitness tool
- Help employers who have **not** previously submitted wages for their employees enrolled in MERS DC quickly and easily provide that information to MERS

Top Three Benefits of Financial Fitness

1. This tool provides information tailored for each individual employee, helping them better understand their own current level of financial wellness and the steps they can take to achieve current and future goals.
2. Engaging employees in their retirement benefits helps show them the value of the total compensation package you provide.
3. A majority of employees are stressed about their financial situation, and research shows that can impact their ability to do their job. Employees who feel financially secure are happier and more productive.

MERS has provided **all DC employers**, regardless of whether wages have previously been submitted, with a file in your Employer Portal. This file is pre-populated with the following information for your employees **who were enrolled in the MERS Defined Contribution for the entire previous calendar year:**

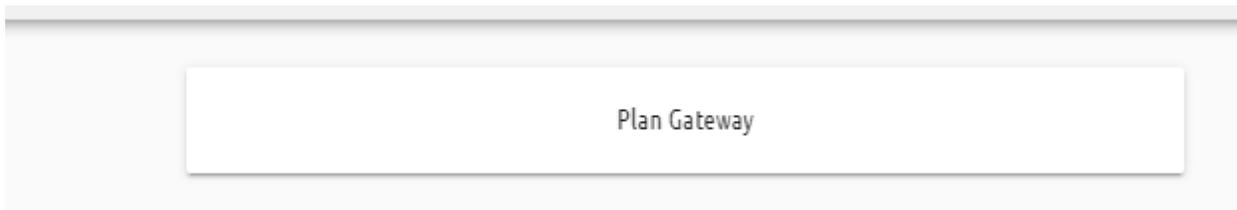
- Social Security Number
- Name
- Employee Type
- Status
- Birth Date
- Hire Date
- Termination Date
- Rehire Date
- Previous Year's Gross Compensation (if previously provided, otherwise this column will be empty)

If you've previously submitted wages for your employees, we are asking that you please review the data we have and either make changes if there are inaccuracies or acknowledge that the data is accurate.

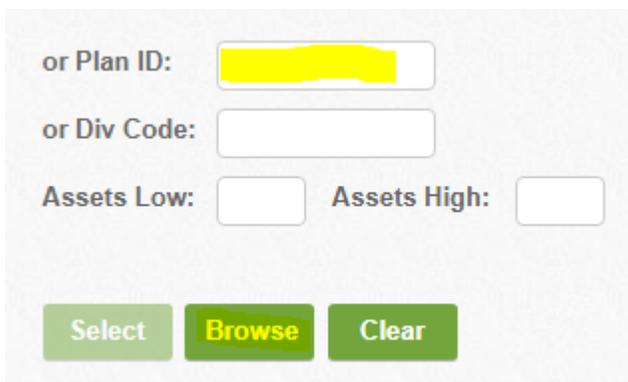
If you've not previously reported wages, we are asking that you add them to the spreadsheet and resubmit the file to MERS. The following steps will walk you through the process to verify the information provided, edit or add gross wages to the report, and acknowledge that the information is correct.

LOCATING AND OPENING THE WAGE REPORT IN THE EMPLOYER PORTAL

1. Log in to the Employer Portal
2. Select "Plan Gateway"



3. Enter your Defined Contribution Plan ID in the "Plan ID" box and click on "Browse". *Note that if you have multiple DC plans, you can enter any of your plan IDs. The report you receive will contain information for all your divisions.*



A screenshot of a search form with the following fields and buttons:

- or Plan ID:
- or Div Code:
- Assets Low: Assets High:
- Buttons: Select, Browse, Clear

4. Click on the correct Green Plan ID link



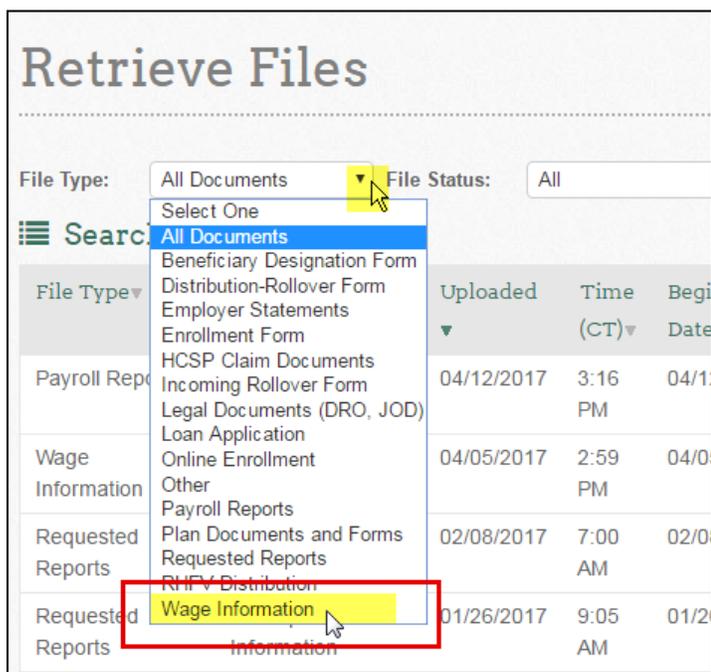
A screenshot of a "Search Results" table. The table has columns for PlanID, Div Code, Plan, and City. The first row is highlighted in yellow, and a mouse cursor is pointing at the PlanID "000015".

PlanID▲	Div Code▼	Plan▼	City▼
000015	111111	SAMPLE PLAN	Anytown

5. Click on the "Retrieve Files" link located on the bottom left side of your screen under "Files and Reports"



6. Change File Type to "Wage Information"



7. Click "Search"



8. Find the file titled 2020 Wages and click on “View”

File Type▼	Name▼	Uploaded▼	Time (CT)▼	Begin Date▼	End Date▼	Status▼	Format▼	View	Manage
Wage Information	2020 Wages	4/1/2021	2:59 PM	4/1/2021		Accepted	CSV		

9. Open the file and verify that all information is accurate, including the previous year’s gross compensation

	A	B	C	D	E	F	G	H	I	J	K	
1	Sample City Wage File											
2	WAGE COI PLAN ID:	/000015/000017		PLAN:	Sample Plan							
3	Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	Comp	
4	15	111111	444-45-5555	Doe, Barbara A	Full Time	Active	1/3/1968	6/24/2002			66984.53	
5	15	111111	123-45-6789	Smith, Jane	Full Time	Active	1/1/1975	2/2/2015			50000	
6	15	111111	666-66-6601	Doe, Susan	Full Time	Terminated	12/11/1954	6/28/1999	4/29/2016		25313.28	
7	17	111112	777-77-7773	Doe, Mark	Full Time	Active	2/25/1972	9/28/2015			66794.72	
8	15	111112	666-66-6602	Doe, Jennifer C	Full Time	Active	2/20/1953	3/3/2003			73207.02	
9	Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	232299.6	
10												
11												

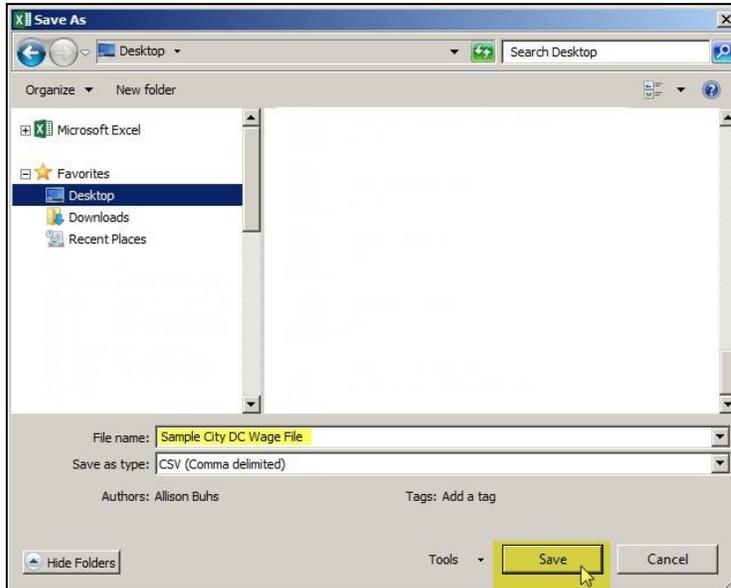
Next steps:

1. Need to add or edit employee compensation?
2. If everything looks accurate, there’s just one more step – acknowledging that you’ve reviewed the data.

Instructions to complete both of these tasks can be found below.

INSTRUCTIONS TO ADD OR EDIT DC WAGES AND RESUBMIT YOUR FILE TO MERS

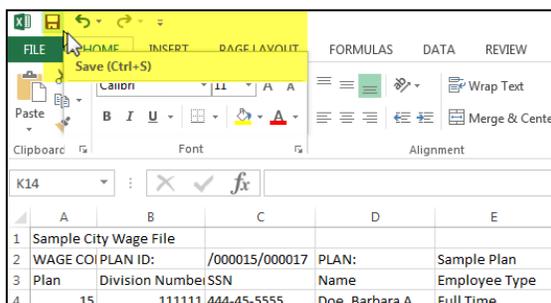
1. Save the file somewhere on your computer



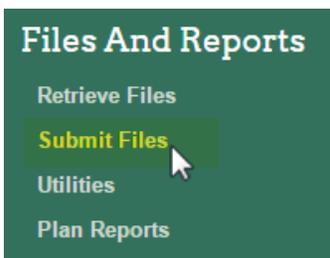
2. Add or change the compensation (note that the definition of gross compensation is left to the employer's discretion)

Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	Comp
15	111111	444-45-5555	Doe, Barbara A	Full Time	Active	1/3/1968	6/24/2002			\$50,000
15	111111	123-45-6789	Smith, Jane	Full Time	Active	1/1/1975	2/2/2015			
15	111111	666-66-6601	Doe, Susan	Full Time	Terminated	12/11/1954	6/28/1999	4/29/2016		
17	111112	777-77-7773	Doe, Mark	Full Time	Active	2/25/1972	9/28/2015			
15	111112	666-66-6602	Doe, Jennifer C	Full Time	Active	2/20/1953	3/3/2003			

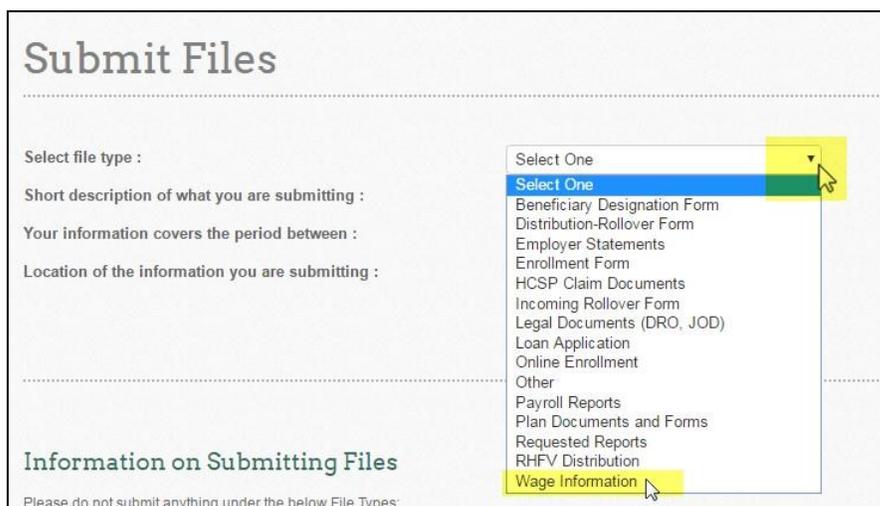
3. Save any changes to the file



4. Log back in to the Employer Portal and follow the previous steps you used to access your DC plan (refer to previous section for detailed steps). Once in your plan, click on "Submit Files" (bottom left hand side of your screen under Files and Reports)

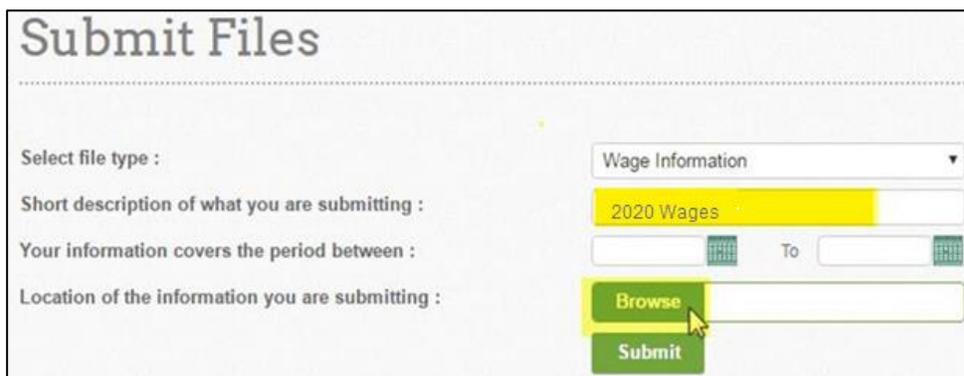


5. Select "Wage Information" from the File Type drop down



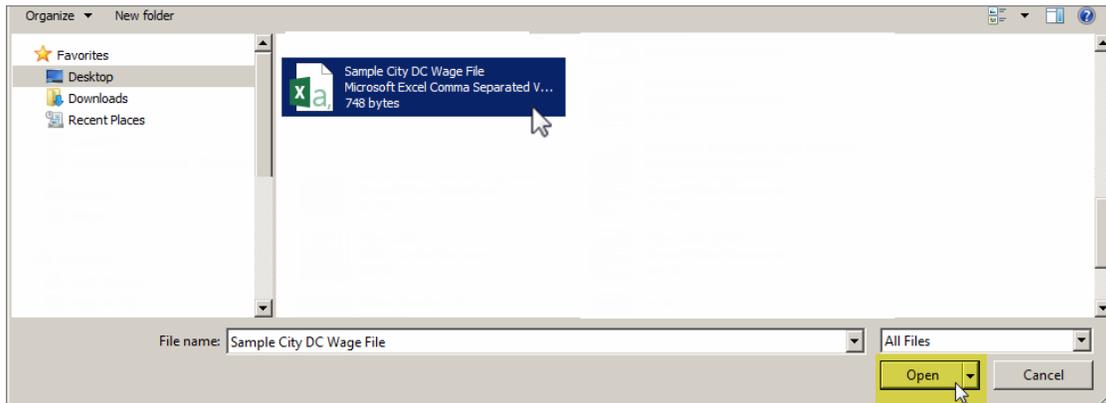
The image shows the "Submit Files" form. The "Select file type:" dropdown menu is open, showing a list of options. "Wage Information" is highlighted in yellow at the bottom of the list. A mouse cursor is pointing at the "Wage Information" option. The form also includes fields for "Short description of what you are submitting:", "Your information covers the period between:", and "Location of the information you are submitting:". At the bottom, there is a link for "Information on Submitting Files" and a note: "Please do not submit anything under the below File Types:".

4. Type "[Previous Year] Wages" in the description box and then click on "Browse". For example, in 2021, you would enter "2020 Wages" in the description box.



The image shows the "Submit Files" form with the "Wage Information" option selected in the "Select file type:" dropdown. The "Short description of what you are submitting:" field contains the text "2020 Wages". Below this field are two date pickers for "Your information covers the period between:" and a "Browse" button. A mouse cursor is pointing at the "Browse" button. At the bottom, there is a "Submit" button.

5. Attach the updated file that you saved to your computer



6. Click on Submit

Submit Files

Select file type : Wage Information ▼

Short description of what you are submitting : 2020 Wages

Your information covers the period between : [] To []

Location of the information you are submitting : Browse Sample City DC Wage File.cs

Submit



Congratulations! You've successfully uploaded your updated file.

Upload Successful	
Plan	SAMPLE PLAN
Type of Report	Wage Information
Subject	2020 Wages
File name	Sample_City_DC_Wage_File.csv
Confirm Number	2021 -04-15 09:15:30.900.B3983221
Message	Thank you

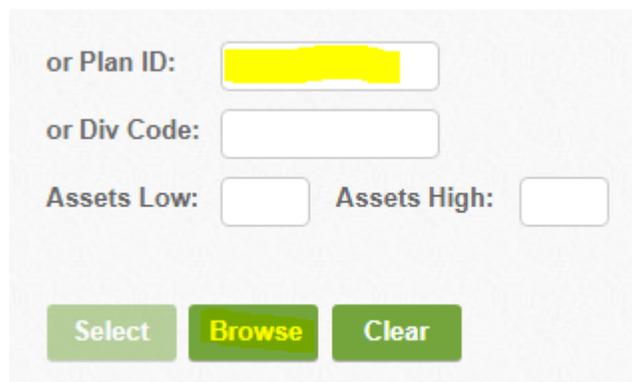
Now you have one last step – acknowledging that the data you've submitting is accurate to the best of your knowledge.

ACKNOWLEDGING YOUR EMPLOYEE DATA

The final step to the wage submission process is acknowledging that the information you've reviewed or provided to MERS is accurate to the best of our knowledge. This also helps us to know which municipalities have reviewed their data and which have not.

To acknowledge your data, follow these steps:

1. Once in the ER Portal, enter your plan ID, then click "Browse":



or Plan ID:

or Div Code:

Assets Low: Assets High:

2. Click on the correct Green Plan ID link



Search Results

Scroll table side to side to view all data.

PlanID▲	Div Code▼	Plan▼	City▼
000015	111111	SAMPLE PLAN	Anytown

3. Click on "Manage Alert Settings" on the top right side of your screen



Plan Summary

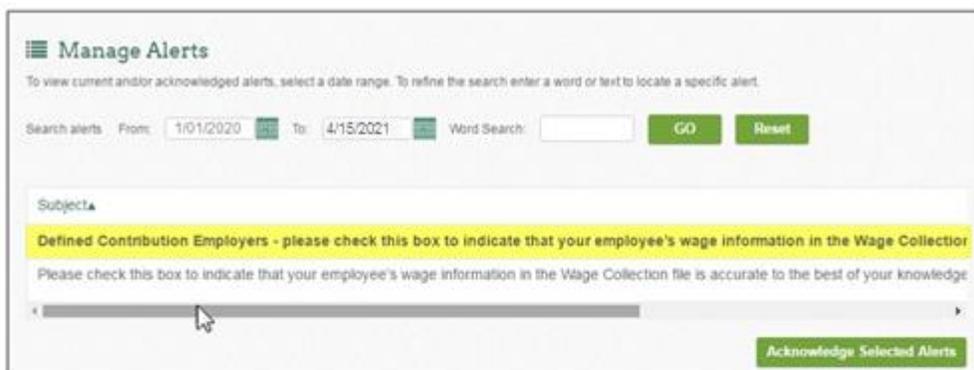
Alerts

04/16/2021 Upload of Wage Information

04/16/2021 Defined Contribution Employers - please check this box to indicate that your employee's wage informa

[Manage Alert Settings](#)

4. Scroll over and check the box for the alert that states **“Defined Contribution Employers – please check this box to indicate that your employee’s wage information in the Wage Collection file is accurate to the best of your knowledge”**.



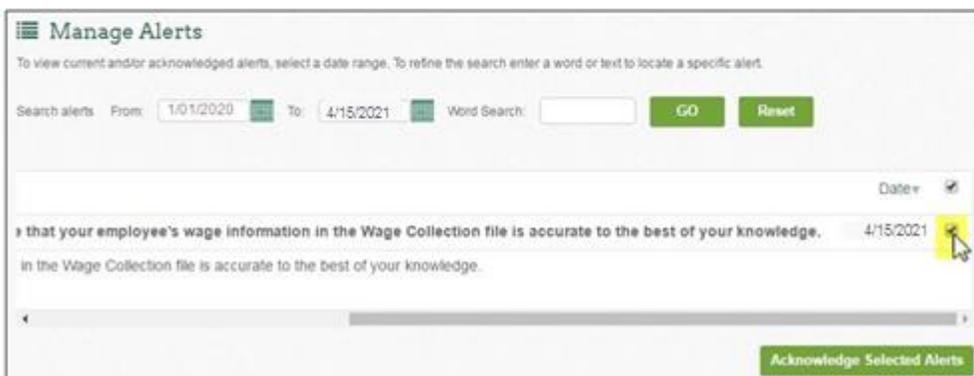
Manage Alerts
To view current and/or acknowledged alerts, select a date range. To refine the search enter a word or text to locate a specific alert.

Search alerts From: 1/01/2020 To: 4/15/2021 Word Search:

Subject:

Defined Contribution Employers - please check this box to indicate that your employee's wage information in the Wage Collection file is accurate to the best of your knowledge.

Please check this box to indicate that your employee's wage information in the Wage Collection file is accurate to the best of your knowledge.



Manage Alerts
To view current and/or acknowledged alerts, select a date range. To refine the search enter a word or text to locate a specific alert.

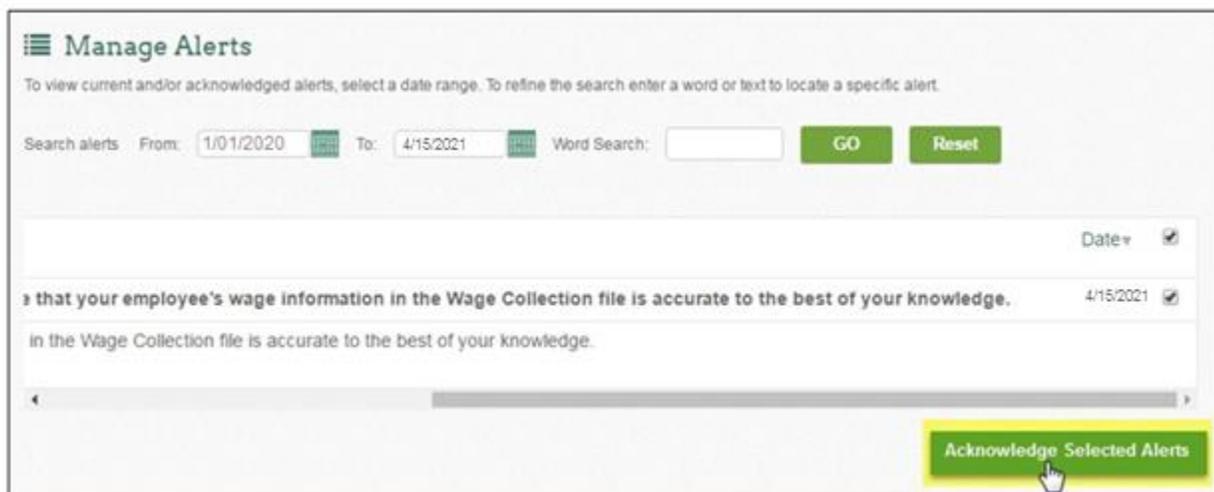
Search alerts From: 1/01/2020 To: 4/15/2021 Word Search:

Date:

that your employee's wage information in the Wage Collection file is accurate to the best of your knowledge. 4/15/2021

in the Wage Collection file is accurate to the best of your knowledge.

5. Click "Acknowledge Selected Alerts"



Manage Alerts
To view current and/or acknowledged alerts, select a date range. To refine the search enter a word or text to locate a specific alert.

Search alerts From: 1/01/2020 To: 4/15/2021 Word Search:

Date:

that your employee's wage information in the Wage Collection file is accurate to the best of your knowledge. 4/15/2021

in the Wage Collection file is accurate to the best of your knowledge.

Congratulations, you've completed the steps necessary to provide your defined contribution employees with Snapshot Reports this year!