

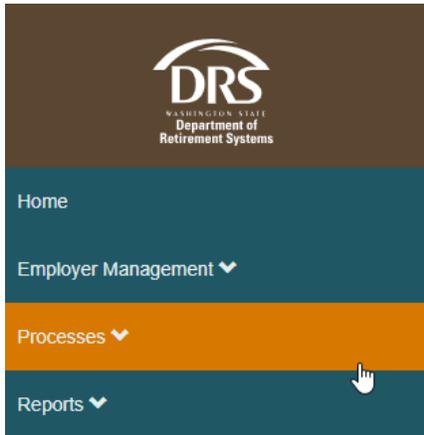


## ERA: How to submit a Separation Date in an Interactive correction report

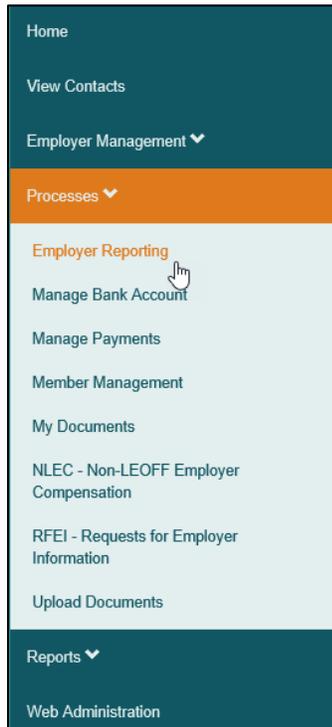
Follow this process to submit an employee's separation date through the Interactive correction transmittal report.

### 1. Open the Process "Employer Reporting" to start a correction report.

In the Process Menu, select "Processes"



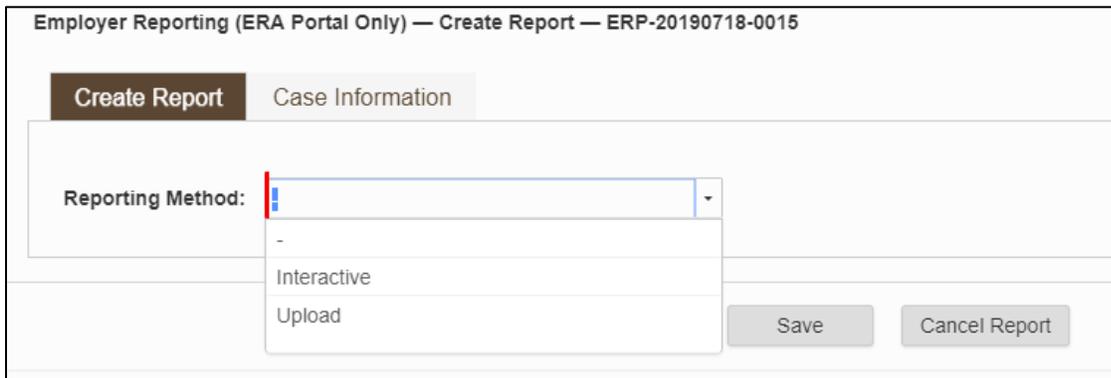
Select "Employer Reporting"



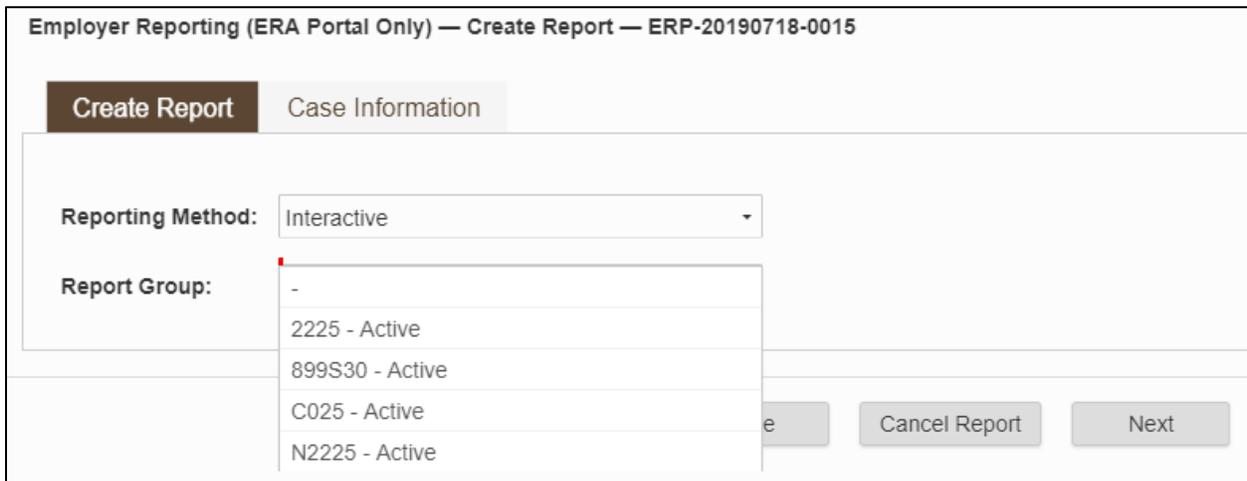
Select the “Start” Button



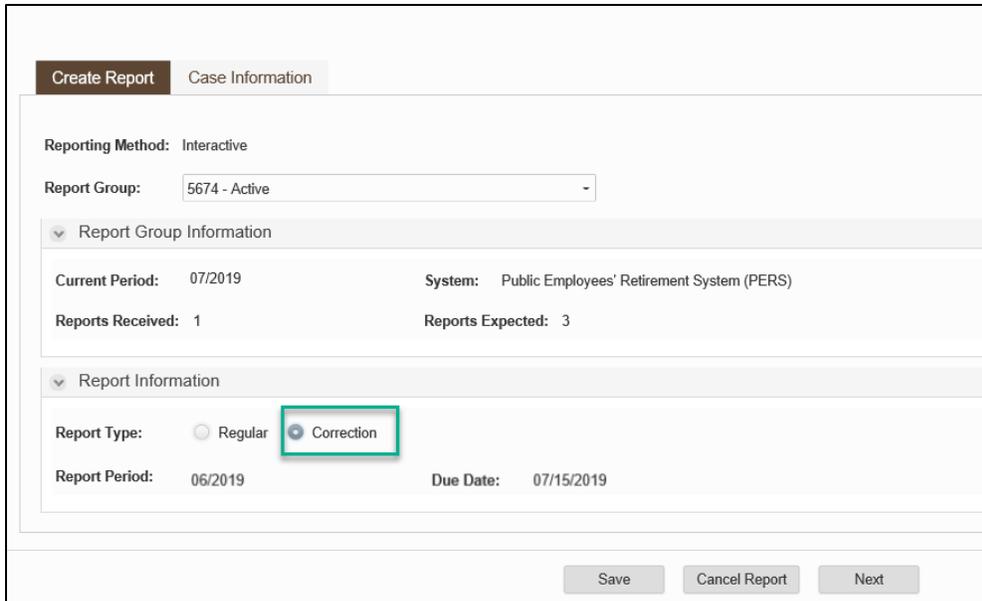
If you’re a file reporter, select “Reporting Method” and then “Interactive” from the drop-down list.  
If you’re an Interactive reporter, skip and select “Report Group.”



Select the reporting group the member belongs to from the “Report Group” drop-down list



If you're an Interactive reporter, select "Correction" in the Report Information section



**Create Report** Case Information

Reporting Method: Interactive

Report Group: 5674 - Active

Report Group Information

Current Period: 07/2019 System: Public Employees' Retirement System (PERS)

Reports Received: 1 Reports Expected: 3

Report Information

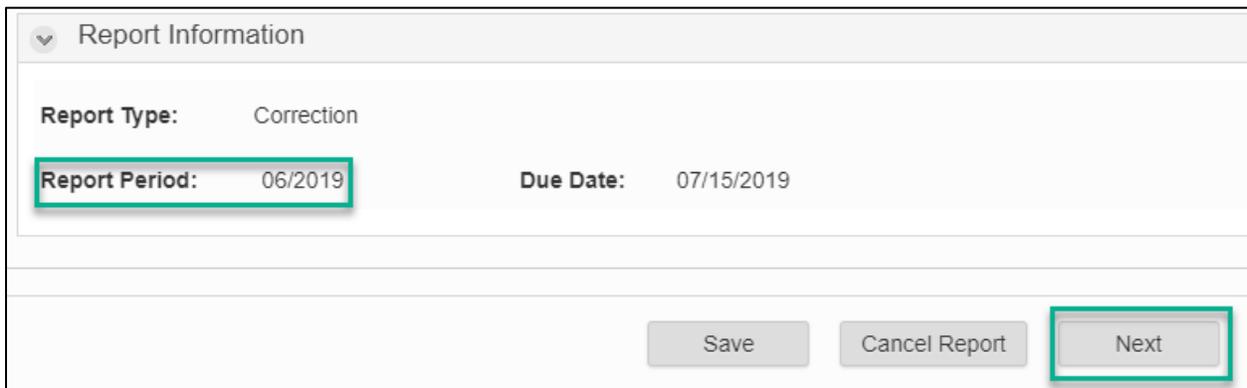
Report Type:  Regular  Correction

Report Period: 06/2019 Due Date: 07/15/2019

Save Cancel Report Next

If you're a file reporter the Report Type will generate as a correction once "Interactive" is selected, and it will post to the reporting period associated with your most recent regular report.

Select "Next" to open a blank correction



Report Information

Report Type: Correction

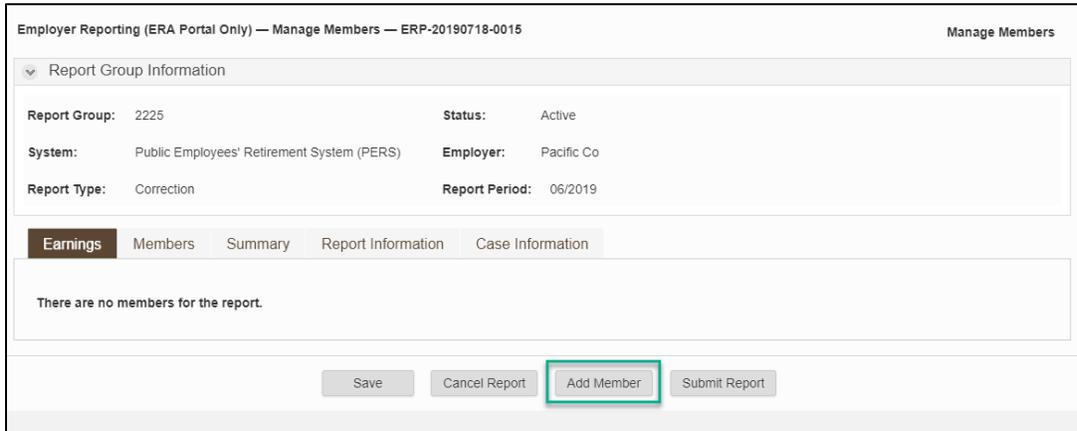
Report Period: 06/2019 Due Date: 07/15/2019

Save Cancel Report Next

## 2. Fill out correction report for separating member

The correction report is blank. Add the member who is separating to the report.

Select “Add Member”



Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190718-0015 Manage Members

Report Group Information

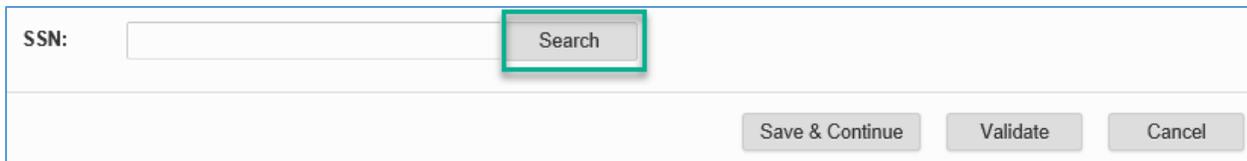
Report Group:	2225	Status:	Active
System:	Public Employees' Retirement System (PERS)	Employer:	Pacific Co
Report Type:	Correction	Report Period:	06/2019

Earnings Members Summary Report Information Case Information

There are no members for the report.

Save Cancel Report **Add Member** Submit Report

In the SSN field, enter the member’s social security number and select “Search”



SSN:  **Search**

Save & Continue Validate Cancel

All the member's information is listed at the top of the screen under "Member Reporting Information"

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20190718-0015 Edit Member

Member Reporting Information

SSN: 111-22-3333      Report Group: 2225      Status: Active  
 Member Name: TAMRA      System: Public Employees' Retirement System (PERS)      Employer: Pacific Co  
 Report Period: 06/2019      Report Type: Correction      Due Date: 07/15/2019

Records    Member Profile    Summary    Report Information    Case Information

> Member Profile  
 > Employment Information  
 > Earning Detail  
 > Plan Choice

Save & Continue    Validate    Remove    Save & Return

The next section displays the records you can fill out for this member

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20190718-0015 Edit Member

Member Reporting Information

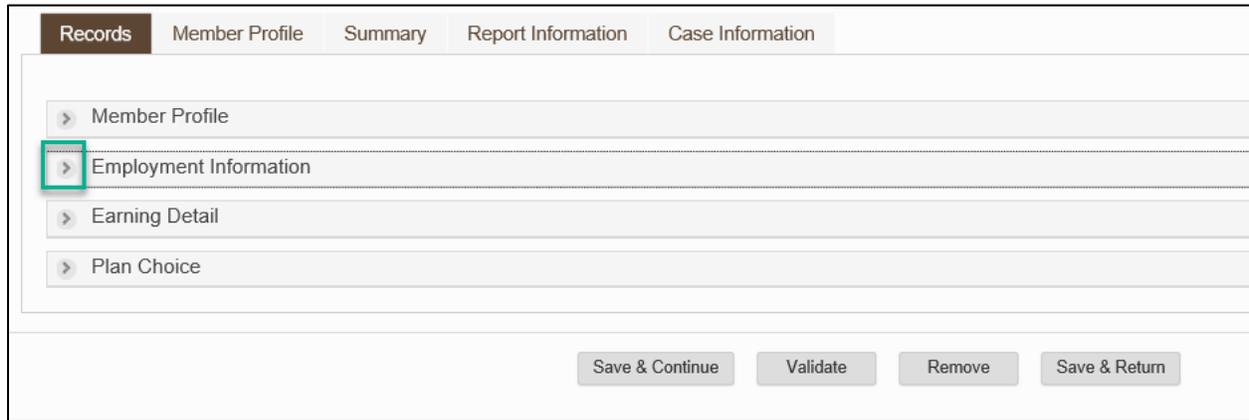
SSN: 111-22-3333      Report Group: 2225      Status: Active  
 Member Name: TAMRA      System: Public Employees' Retirement System (PERS)      Employer: Pacific Co  
 Report Period: 06/2019      Report Type: Correction      Due Date: 07/15/2019

Records    Member Profile    Summary    Report Information    Case Information

> Member Profile  
 > Employment Information  
 > Earning Detail  
 > Plan Choice

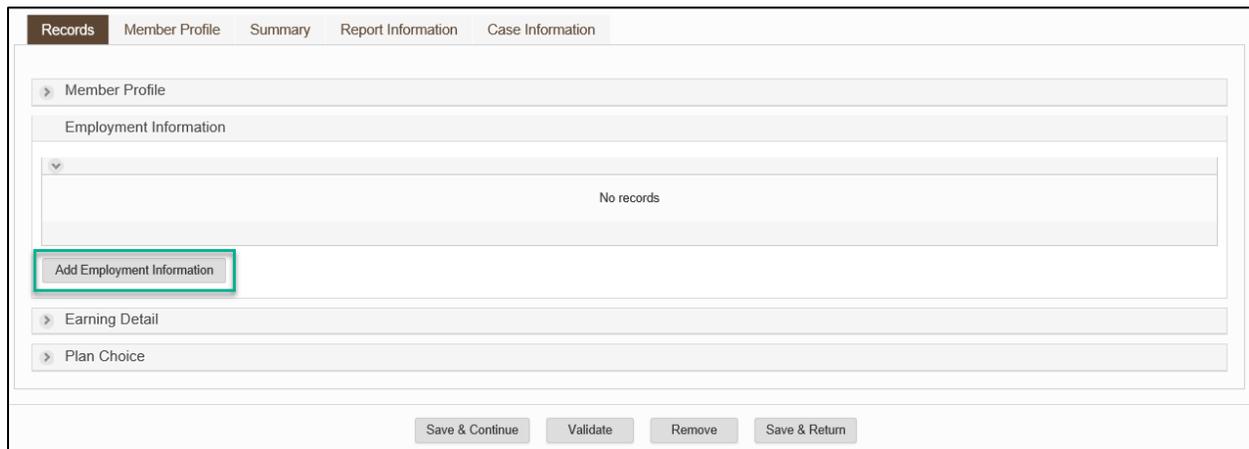
Save & Continue    Validate    Remove    Save & Return

A separation date field is in the “Employment Information” record. Select the right-facing arrow to open the “Employment Information” record.



The screenshot shows a web interface with a top navigation bar containing tabs: "Records" (selected), "Member Profile", "Summary", "Report Information", and "Case Information". Below the tabs is a list of records, each with a right-facing arrow and a label: "Member Profile", "Employment Information" (highlighted with a red box), "Earning Detail", and "Plan Choice". At the bottom of the interface are four buttons: "Save & Continue", "Validate", "Remove", and "Save & Return".

The “Employment Information” states there are no records. Select “Add Employment Information” to make the fields fillable.



The screenshot shows the same web interface as the previous one, but the "Employment Information" record is now expanded. It displays a dropdown menu with a downward arrow and the text "No records" centered below it. The "Add Employment Information" button is now highlighted with a red box. The other records and buttons remain the same as in the previous screenshot.

In the “End Date” field enter the separation date or choose the date from the drop-down calendar

Begin Date	End Date	Job Type
08/01/2003		

Jul		2019				
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select one of the four buttons at the bottom of the screen (descriptions of the buttons are beneath this screen shot)

Employment Information												
Row	Plan Code	Type Code	Begin Date	End Date	Job Type	New Position	Position Title	New Position Title	Position ID	Rejects	Messages	Remove
14	2	03	2/1/1997	7/24/2019		No				0	<a href="#">Messages</a>	<input type="checkbox"/>

**Save & Continue** Save & Continue will save the information and take you to the “Edit Member” screen to continue entering information for the same member

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20190718-0015 Edit Member

Member Reporting Information

SSN: 111-22-3333      Report Group: 2225      Status: Active  
 Member Name: TAMRA      System: Public Employees' Retirement System (PERS)      Employer: Pacific Co

Report Period: 06/2019      Report Type: Correction      Due Date: 07/15/2019

**Records**   Member Profile   Summary   Report Information   Case Information

> Member Profile  
 > Employment Information  
 > Earning Detail  
 > Plan Choice

Save & Continue   Validate   Remove   Save & Return

**Validate** Validate will edit the information you just entered against the system edits. It will display on the screen.

**Records**   Messages   Member Profile   Summary   Report Information   Case Information

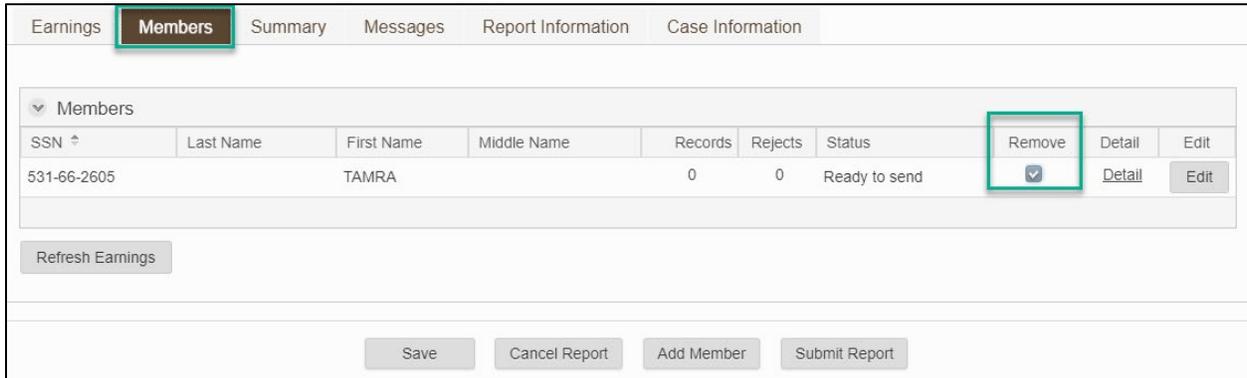
> Member Profile  
 > Employment Information  
 > Earning Detail  
 > Plan Choice

Member Messages

Message	Record Type	Row	Severity Level	Detail
Separation transaction processed for this SSN. Information is missing for the following Earning Periods: 1/2019, 2/2019, 3/2019, 4/2019, 5/2019, 6/2019. [54]	Employment Information	4	Warning	<a href="#">Detail</a>

Save & Continue   Validate   Remove   Save & Return

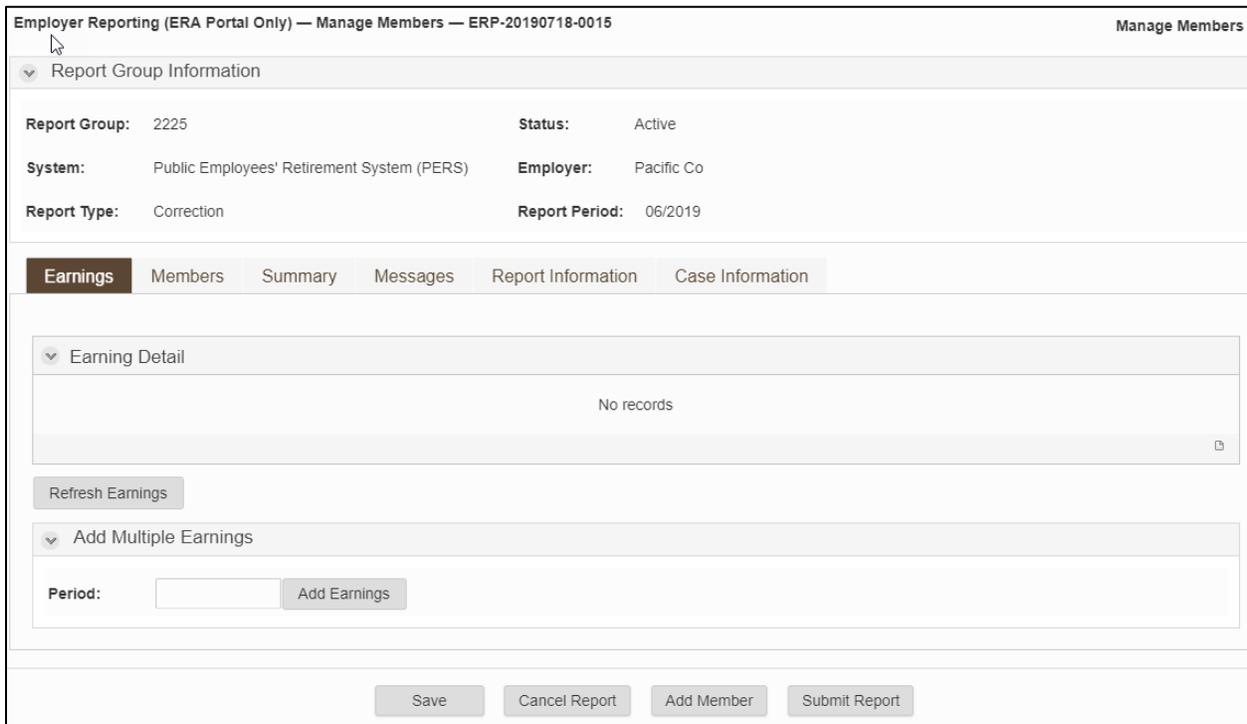
**Remove** Remove will remove the information you entered and take you back to the “Manage Member” screen with a blank record. You can select the “Members” tab to see the record that will be removed when you select “submit.” \*These records will be removed from this report only unless a separation date is entered.



SSN	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
531-66-2605	TAMRA	TAMRA		0	0	Ready to send	<input checked="" type="checkbox"/>	Detail	Edit

Buttons: Refresh Earnings, Save, Cancel Report, Add Member, Submit Report

**Save & Return** Save & Return will save and validate the information you’ve entered for this member and return you to the “Manage Member” screen, ready for you to add another member



Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190718-0015 Manage Members

Report Group Information

Report Group: 2225      Status: Active

System: Public Employees' Retirement System (PERS)      Employer: Pacific Co

Report Type: Correction      Report Period: 06/2019

Buttons: Earnings, Members, Summary, Messages, Report Information, Case Information

Earning Detail

No records

Buttons: Refresh Earnings

Add Multiple Earnings

Period:       Add Earnings

Buttons: Save, Cancel Report, Add Member, Submit Report

### 3. Submit correction for processing

Select the “Submit Report” button to submit the correction report with the member’s separation date

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190718-0015 Manage Members

Report Group Information

**Report Group:** 2225 **Status:** Active  
**System:** Public Employees' Retirement System (PERS) **Employer:** Pacific Co  
**Report Type:** Correction **Report Period:** 06/2019

**Earnings** Members Summary Messages Report Information Case Information

Earning Detail

No records

Refresh Earnings

Add Multiple Earnings

**Period:**

Once the report is submitted, you are returned to “Manage Member,” “Report Information”

Employer Reporting (ERA Portal Only) — ERP-20190718-0015 Manage Members

**Report Information** Report Groups Members Earnings Summary Case Information

**Reporting Method:** Interactive  
**Report Group:** 2225 - Active

Report Group Information

**Current Period:** 07/2019 **System:** PERS - Public Employees' Retirement System (PERS)  
**Reports Received:** 0 **Reports Expected:** 1

Report Information

**Report Type:** Correction  
**Report Period:** 06/2019 **Due Date:** 07/15/2019

Check your Messages for a confirmation that your correction report processed

