

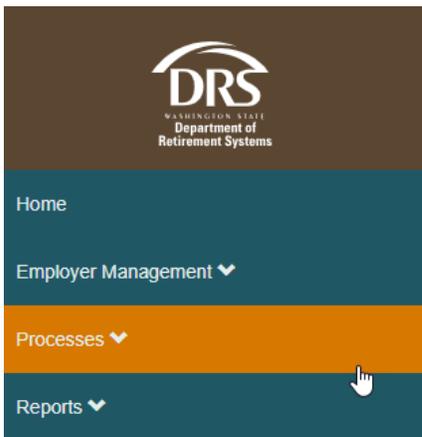


## ERA: How to submit a Separation Date in a regular Interactive transmittal report

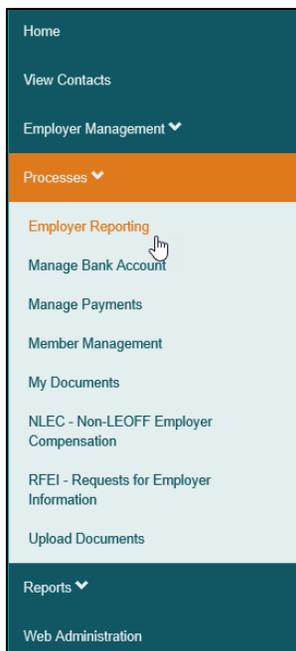
Follow this process to submit an employee’s separation date through the Interactive regular transmittal report.

### 1. Open the Process “Employer Reporting” to start a regular report

In the Process Menu, select “Processes”



Select “Employer Reporting”



Select the “Start” Button



**Employer Reporting Process**

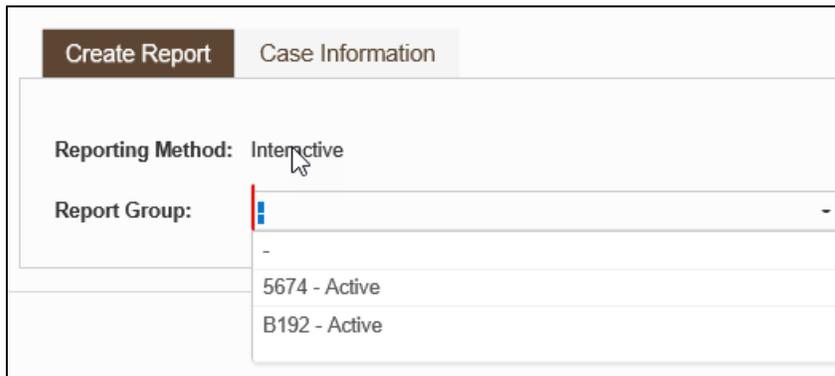
Select **Start** to submit a new report, or to run a simulation.

The Employer Reporting Process provides access to:

- Submit Earning Reports
- Submit member information
- Submit Correction Reports

**Start**

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



**Create Report** Case Information

Reporting Method: **Interactive**

Report Group: **-**

- 
- 5674 - Active
- B192 - Active

The “Report Group Information” section displays the “Current Period,” “Reports Received” and “Reports Expected”

Under “Report Information,” the “Report Type” defaults to “Regular”



Report Information

Report Type:  **Regular**  Correction

Report Period: 02/2019      Version: 1      Due Date: 03/15/2019



Select "Next"

**Report Group Information**

Current Period: 02/2019      System: Public Employees' Retirement System (PERS)

Reports Received: 1      Reports Expected: 3

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**Report Information**

Report Type:  Regular  Correction

Report Period: 02/2019      Version: 2      Due Date: 3/15/2019

Your Prelist from the prior month will open in "Manage Members"

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190717-0064																Manage Members
Report Group Information																
Report Group: 5674				Status: Active												
System: Public Employees' Retirement System (PERS)				Employer: Napavine City Of												
Report Type: Regular				Report Period: 02/2019				Version: 2								
Earnings																
Earning Detail																
Row	SSN	Last Name	First Name	Plan Code	Type Code	Status Code	Earning Period	Compensation	Hours	Member Contributions	Employer Contributions	Rate Option	Investment Manager	Discrepancy Type	Remove	Detail
8	52	SHARRI		2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
10	8208	MORGAN		2	03	A	02/2019	\$2,300.00	118.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
5	0607	MICHAEL		2	03	A	02/2019	\$4,000.00	120.0	\$296.40	\$513.20				<input type="checkbox"/>	<a href="#">Detail</a>
1	7469	MARY		2	03	A	02/2019	\$4,200.00	120.0	\$311.22	\$538.86				<input type="checkbox"/>	<a href="#">Detail</a>
4	9501	KATIE		2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
3	7927	ROBERT		2	03	A	02/2019	\$5,100.00	120.0	\$377.91	\$654.33				<input type="checkbox"/>	<a href="#">Detail</a>
2	9691	BRYAN		2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
7	0231	TODD		2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
9	4944	KATIE		2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>
6	3303	JUDY		2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>



## 2. Add the Separation Date for the member

Select the "Members" tab

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190717-0064 Manage Members

Report Group Information

Report Group: 5674 Status: Active  
 System: Public Employees' Retirement System (PERS) Employer: Napavine City Of  
 Report Type: Regular Report Period: 02/2019 Version: 2

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

Earning Detail

Row	SSN	Last Name	First Name	Plan Code	Type Code	Status Code	Earning Period	Compensation	Hours	Member Contributions	Employer Contributions	Rate Option	Investment Manager	Discrepancy Type	Remove	Detail
8	52		SHARRI	2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	Detail
10	8208		MORGAN	2	03	A	02/2019	\$2,300.00	118.0	\$170.43	\$295.09				<input type="checkbox"/>	Detail
5	0607		MICHAEL	2	03	A	02/2019	\$4,000.00	120.0	\$296.40	\$513.20				<input type="checkbox"/>	Detail
1	7469		MARY	2	03	A	02/2019	\$4,200.00	120.0	\$311.22	\$538.86				<input type="checkbox"/>	Detail
4	9501		KATIE	2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	Detail
3	7927		ROBERT	2	03	A	02/2019	\$5,100.00	120.0	\$377.91	\$654.33				<input type="checkbox"/>	Detail
2	9691		BRYAN	2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	Detail
7	0231		TODD	2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	Detail
9	4944		KATIE	2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	Detail
6	3303		JUDY	2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	Detail

A list of all your members is displayed with Edit **Edit** buttons down the right side. Select "Edit" for the member who is separating.

Earnings **Members** Summary Report Information Case Information

Members

SSN	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
0566		SHARRI	L	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
8208		MORGAN	A	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
0607		MICHAEL	L	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
7469		MARY	ANN	1	0	Not Validated	<input type="checkbox"/>	Detail	<b>Edit</b>
9501		KATIE	LYNN	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
7927		ROBERT	D	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
9691		BRYAN	E	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
0231		TODD	D	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
4944		KATIE	MARIE	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit
3303		JUDY	ANNE	1	0	Not Validated	<input type="checkbox"/>	Detail	Edit

Refresh Earnings

Save Cancel Report Add Member Submit Report

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-20190717-0064 Edit Member

▼ Member Reporting Information

SSN: 7469	Report Group: 5674	Status: Active
Member Name: MARY	System: Public Employees' Retirement System (PERS)	Employer: Napavine City Of
Report Period: 02/2019	Report Type: Regular	Version: 2
		Due Date: 3/15/2019

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 different records you can fill out for this member

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20190717-0064 Edit Member

▼ Member Reporting Information

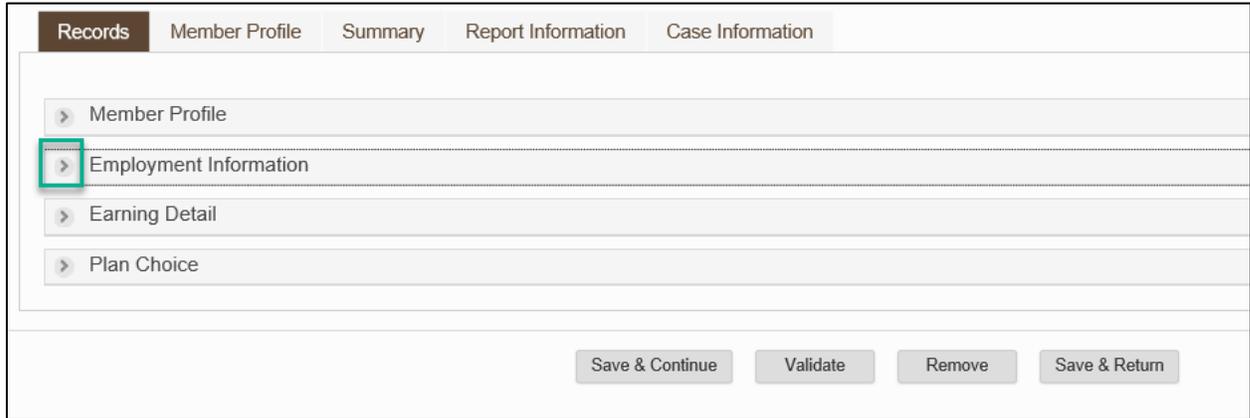
SSN: 7469	Report Group: 5674	Status: Active
Member Name: MARY	System: Public Employees' Retirement System (PERS)	Employer: Napavine City Of
Report Period: 02/2019	Report Type: Regular	Version: 2
		Due Date: 3/15/2019

Records Member Profile Summary Report Information Case Information

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

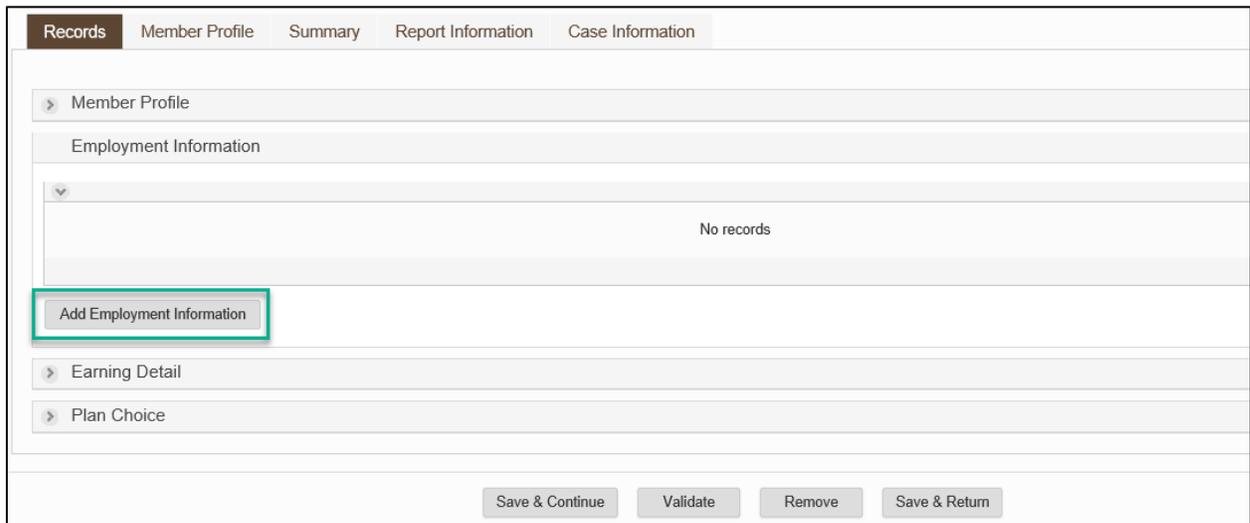
Save & Continue Validate Remove Save & Return

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



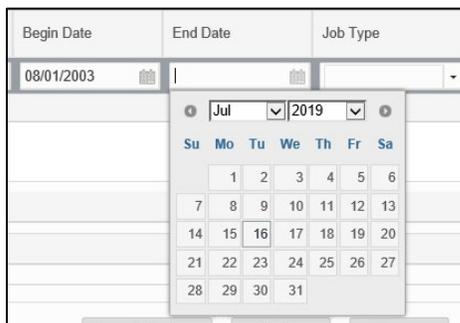
The screenshot shows a navigation menu with tabs: Records, Member Profile, Summary, Report Information, and Case Information. Below the tabs are four expandable sections: Member Profile, Employment Information (highlighted with a green box), Earning Detail, and Plan Choice. At the bottom right, there are four buttons: Save & Continue, Validate, Remove, and Save & Return.

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



The screenshot shows the 'Records' tab selected. The 'Employment Information' section is expanded, showing a message: 'No records'. Below this message is a button labeled 'Add Employment Information', which is highlighted with a green box. The other sections (Member Profile, Earning Detail, Plan Choice) are collapsed. The same bottom navigation buttons are visible.

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



The screenshot shows a table with columns for 'Begin Date', 'End Date', and 'Job Type'. The 'Begin Date' field contains '08/01/2003'. A calendar dropdown is open for the 'End Date' field, showing the month of July 2019. The calendar grid includes days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 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	Messages	<input type="checkbox"/>

Add Employment Information

> Earning Detail

> Plan Choice

Save & Continue
Validate
Remove
Save & Return

**Save & Continue** Save & Continue will save this 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-20190717-0064 Edit Member

Member Reporting Information

SSN: 7469      Report Group: 5674      Status: Active

Member Name: MARY      System: Public Employees' Retirement System (PERS)      Employer: Napavine City Of

Report Period: 02/2019      Report Type: Regular      Version: 2      Due Date: 3/15/2019

**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 current screen.

Example with no errors

Employer Reporting (ERA Portal Only) — Edit Member — ERP-20190717-0064 Edit Member

Member Reporting Information

SSN: 7469      Report Group: 5674      Status: Active  
 Member Name: MARY      System: Public Employees' Retirement System (PERS)      Employer: Napavine City Of  
 Report Period: 02/2019      Report Type: Regular      Version: 2      Due Date: 3/15/2019

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

Member Profile  
 Employment Information  
 Earning Detail  
 Plan Choice

Example with an error

**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>



**Remove**  will remove the member from the report once you submit it, 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.

Earnings <b>Members</b> Summary Report Information Case Information									
Members									
SSN *	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
0566		SHARRI	L	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
8208		MORGAN	A	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
0607		MICHAEL	L	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
7469		MARY	ANN	1	0	Not Validated	<input checked="" type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
9501		KATIE	LYNN	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
7927		ROBERT	D	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
9691		BRYAN	E	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
0231		TODD	D	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
4944		KATIE	MARIE	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>
3303		JUDY	ANNE	1	0	Not Validated	<input type="checkbox"/>	<a href="#">Detail</a>	<input type="button" value="Edit"/>



**Save & Return** Save & Return will save and validate the information you just entered for that member and return you to your Prelist (the “Earnings” tab) on the “Manage Member” screen

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20190717-0064															Manage Members	
Report Group Information																
Report Group:		5674				Status:		Active								
System:		Public Employees' Retirement System (PERS)				Employer:		Napavine City Of								
Report Type:		Regular				Report Period:		02/2019				Version: 2				
Earnings																
Earning Detail																
Row	SSN	Last Name	First Name	Plan Code	Type Code	Status Code	Earning Period	Compensation	Hours	Member Contributions	Employer Contributions	Rate Option	Investment Manager	Discrepancy Type	Remove	Detail
8	52		SHARRI	2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
10	8208		MORGAN	2	03	A	02/2019	\$2,300.00	118.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
5	-0607		MICHAEL	2	03	A	02/2019	\$4,000.00	120.0	\$296.40	\$513.20				<input type="checkbox"/>	<a href="#">Detail</a>
1	-7469		MARY	2	03	A	02/2019	\$4,200.00	120.0	\$311.22	\$538.86				<input type="checkbox"/>	<a href="#">Detail</a>
4	-9501		KATIE	2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
3	-7927		ROBERT	2	03	A	02/2019	\$5,100.00	120.0	\$377.91	\$654.33				<input type="checkbox"/>	<a href="#">Detail</a>
2	-9691		BRYAN	2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
7	-0231		TODD	2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
9	-4944		KATIE	2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>
6	-3303		JUDY	2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>



### 3. Submit correction for processing

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

Earnings Members Summary Report Information Case Information

▼ Earning Detail

Row	SSN	Last Name	First Name	Plan Code	Type Code	Status Code	Earning Period	Compensation	Hours	Member Contributions	Employer Contributions	Rate Option	Investment Manager	Discrepancy Type	Remove	Detail
8	-0566	SHARRI		2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
10	-8208	MORGAN		2	03	A	02/2019	\$2,300.00	118.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
5	-0607	MICHAEL		2	03	A	02/2019	\$4,000.00	120.0	\$296.40	\$513.20				<input type="checkbox"/>	<a href="#">Detail</a>
1	7469	MARY		2	03	A	02/2019	\$4,200.00	120.0	\$311.22	\$538.86				<input type="checkbox"/>	<a href="#">Detail</a>
4	9501	KATIE		2	03	A	02/2019	\$5,000.00	120.0	\$370.50	\$641.50				<input type="checkbox"/>	<a href="#">Detail</a>
3	7927	ROBERT		2	03	A	02/2019	\$5,100.00	120.0	\$377.91	\$654.33				<input type="checkbox"/>	<a href="#">Detail</a>
2	9691	BRYAN		2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
7	0231	TODD		2	03	A	02/2019	\$2,300.00	120.0	\$170.43	\$295.09				<input type="checkbox"/>	<a href="#">Detail</a>
9	4944	KATIE		2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>
6	3303	JUDY		2	03	A	02/2019	\$3,500.00	118.0	\$259.35	\$449.05				<input type="checkbox"/>	<a href="#">Detail</a>

Refresh Earnings

▼ Add Multiple Earnings

Period:

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

Employer Reporting (ERA Portal Only) — ERP-20190717-0064 Manage Members

Report Information Report Groups Members Earnings Summary Case Information

Reporting Method: Interactive

Report Group: 5674 - Active

▼ Report Group Information

Current Period: 02/2019 System: PERS - Public Employees' Retirement System (PERS)

Reports Received: 1 Reports Expected: 3

▼ Report Information

Report Type: Regular

Report Period: 02/2019 Version: 2 Due Date: 3/15/2019

**Check your Messages for a confirmation that your report processed**

