

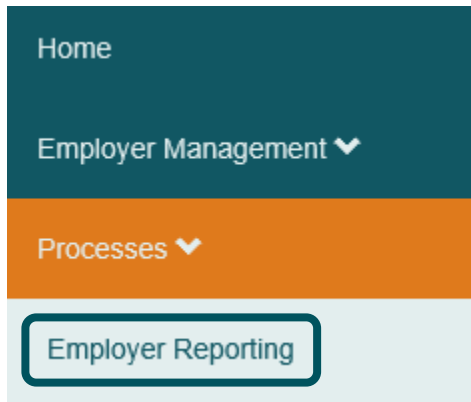
Submit a zero balance report

When to process a zero balance report

- Whenever a payroll calendar is changed, you might need to align the new calendar with the new pay dates. For example, if you're changing a calendar from monthly to semi-monthly.
- Whenever there are no DCP deferrals to report for a payroll cycle because all active members are in Temporarily Suspended status or on a Leave of Absence.

How to submit a zero report for interactive reporting

1. From the ERA homepage, select **Processes** and then **Employer Reporting**:



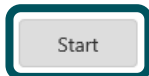
2. Select **Start**:

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



3. Select your **Reporting Method** and **Report Group** number from the drop-down menus:

Employer Reporting (ERA Portal Only) — Create Report — ERP-20181101-0001 Create Report

Create Report Case Information

Reporting Method:

- Interactive
- Upload

Create Report Case Information

Reporting Method:

Report Group:

- 5004 - Active
- 899S64 - Active
- A002 - Active

4. Report Type should be **Regular**. Select **Next**:

Report Information

Report Type: Regular Correction

Report Period: 09/2018 Version: 1 Due Date: 09/10/2018



5. Select **Members**. Then select the box under **Remove** next to each employee in the report:

Report Group Information

Report Group: 6015D Status: Active

System: Deferred Compensation Program (DCP) Employer:

Report Type: Regular Report Period: 11/2018 Version: 1

Earnings **Members** Summary Report Information Case Information

Members

SSN	Last Name	First Name	Middle Name	Records	Rejects	Status	Remove	Detail	Edit
				1	0	Not Validated	<input checked="" type="checkbox"/>	Detail	Edit

- NOTE: If there are no DCP deductions to report for a payroll cycle because all active members are in Temporarily Suspended status or on a Leave of Absence, do not select "Remove." Change the Defined Contribution/Deferrals to zero for each member:

Defined Contributions

Row	SSN	Last Name	First Name	Compensation	Defined Contribution/Deferrals	DCP Temporary Suspension	Expected Deferral Amount	Deferral Percentage	DCP Has Change	Remove	Detail
				\$0.00	\$0.00	No	\$25.00		Yes	<input type="checkbox"/>	Detail

6. Select the **Summary** tab and then **Recalc Summary**:

Earnings Members **Summary** Report Information Case Information

Expected Monthly Reports: 2 Records Reported: 167

Deferrals Reported: \$52,884.50 Deferrals Rejected: \$0.00 Total Deferrals Processed: \$52,884.50

Recalc Summary

7. The totals should now all show zero. Select **Submit Report**:

Earnings	Members	Summary	Report Information	Case Information
Expected Monthly Reports:	2	Records Reported:	0	
Deferrals Reported: \$0.00		Deferrals Rejected: \$0.00		Total Deferrals Processed: \$0.00
Recalc Summary				
Save		Cancel Report		Add Member
Submit Report				

How to submit a zero transmittal for SFT or Manual Upload reporting:

Use the transmittal template and complete the **Summary Record** only. Compensations/contributions should be zero and no member Defined Contribution records should be included.

Submit the transmittal via SFT or through the Manual Upload process as usual.

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Cont	Total Emp Cont	Total Hours	Total Records	Total Days
X000X	201801	r	1	2	0.00	0.00	0.00	0.00	0	0.0

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Name Chng	Mbr Last Name	Mbr First Name	Mbr Mid Name	Mbr Ext	Mbr Title	Mbr Suffix	Address Chng	Address 1	Address 2	Address 3	City	State	Zip Code

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Elig Start Date	Elig End Date	Dis Start Date	Dis End Date	Control Number	Org Display

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Earning Per	Status Code	Hours	Days	Mbr Comp	Employer Cont	Def Ben Member Cont	Extended Status Code

Member Profile and Employment Information Records can be included but aren't needed.