OKLAHOMA POLICE PENSION

AND

RETIREMENT SYSTEM

PENSIONGOLD

EMPLOYER REPORTING SYSTEM

MANUAL ENTRY

2012

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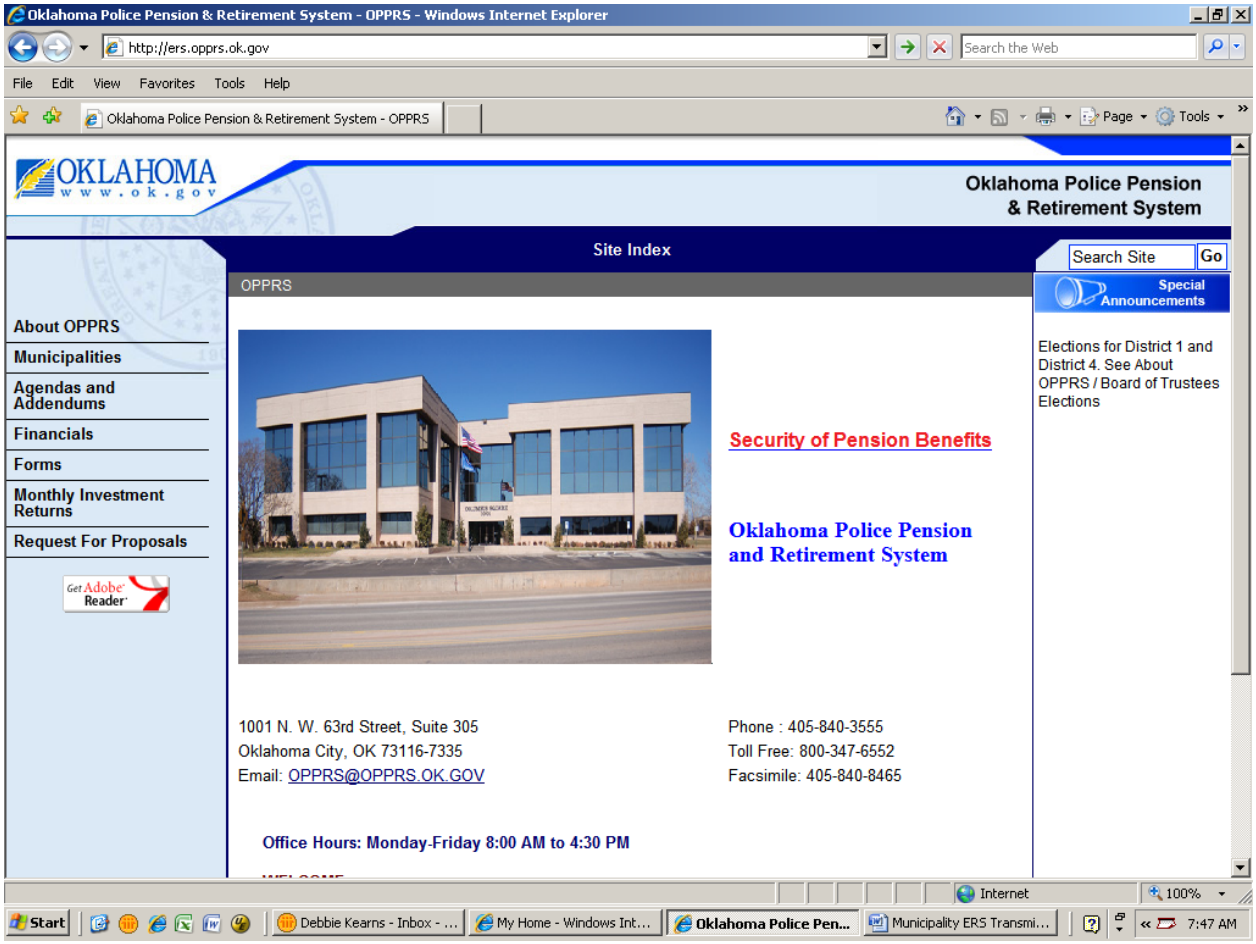
ERS

EMPLOYER REPORTING SYSTEM

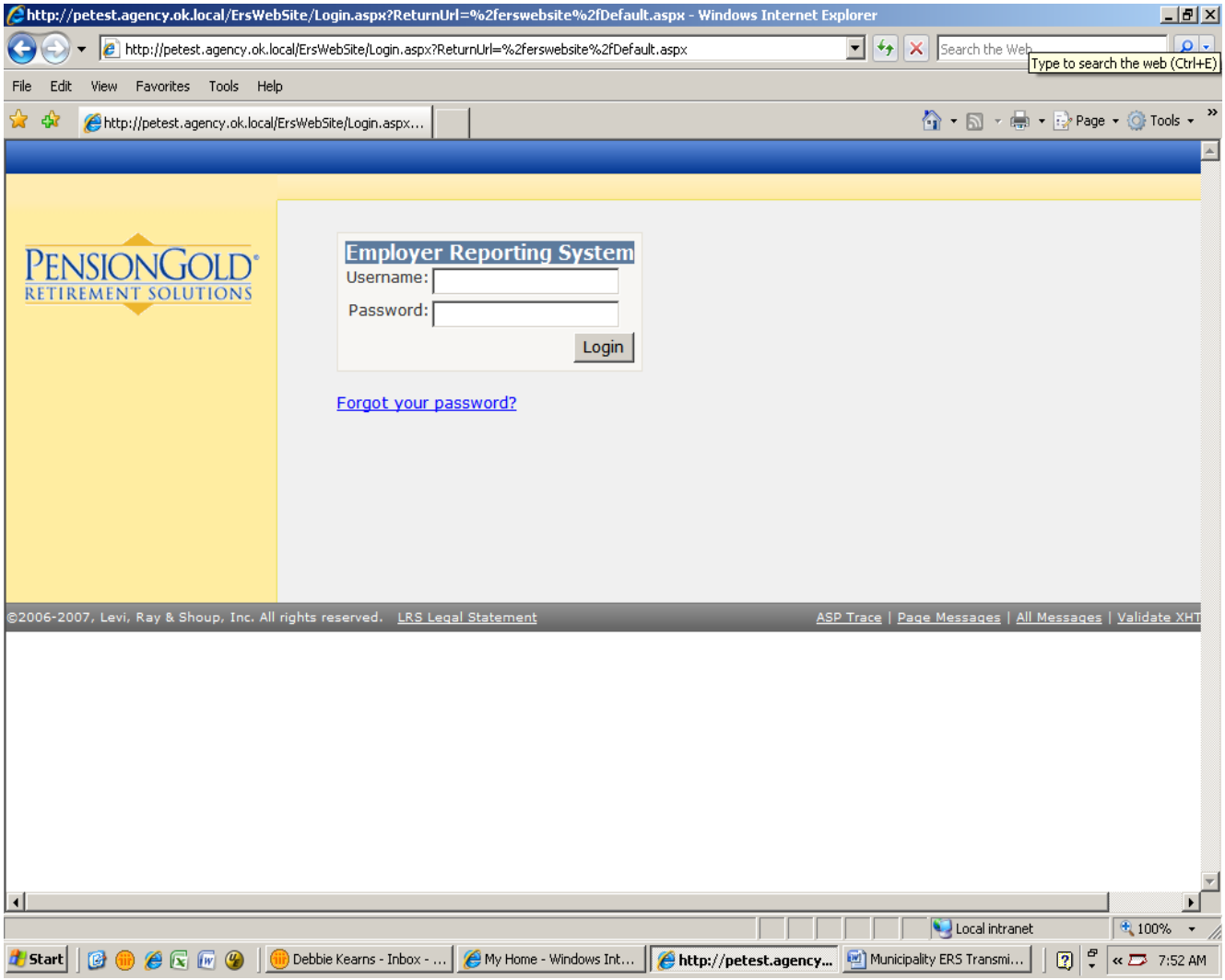
Submitting member information using the Employer Reporting System:

1. To log into PensionGold Employer Reporting System access the PensionGold website by typing the following URL into your browser: http://pension.opprs.ok.gov/ERSWebsite/Login.aspx and enter.

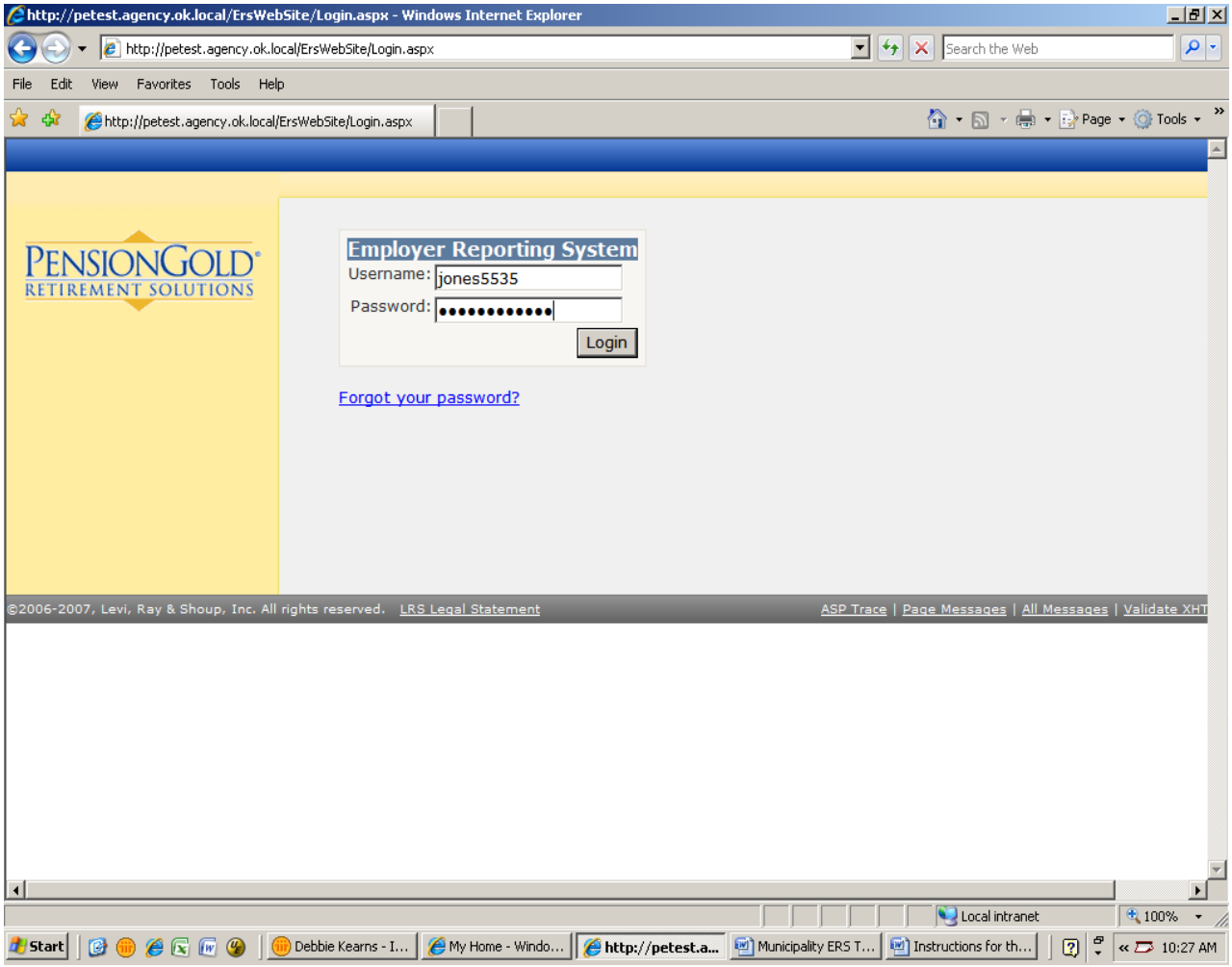


2. Enter your Username and Password. Click the Login button.

3. If you have forgotten your password, click the link Forgot your password? And follow the instructions to submit a request.


http://petest.agency.ok.local/ErsWebSite/Login.aspx?ReturnUrl=%2ferswebsite%2fDefault.aspx - Windows Internet Explorer
http://petest.agency.ok.local/ErsWebSite/Login.aspx?ReturnUrl=%2ferswebsite%2fDefault.aspx
Search the Web
Type to search the web (Ctrl+E)
File Edit View Favorites Tools Help
http://petest.agency.ok.local/ErsWebSite/Login.aspx...
Page
Tools
PENSIONGOLD
RETIREMENT SOLUTIONS
Employer Reporting System
Username:
Password:
Login
Forgot your password?
©2006-2007, Levi, Ray & Shoup, Inc. All rights reserved.
LRS Legal Statement
ASP Trace | Page Messages | All Messages | Validate XHT
Local intranet
100%
Start
Debbie Kearns - Inbox - ...
My Home - Windows Int...
http://petest.agency...
Municipality ERS Transmi...
7:52 AM

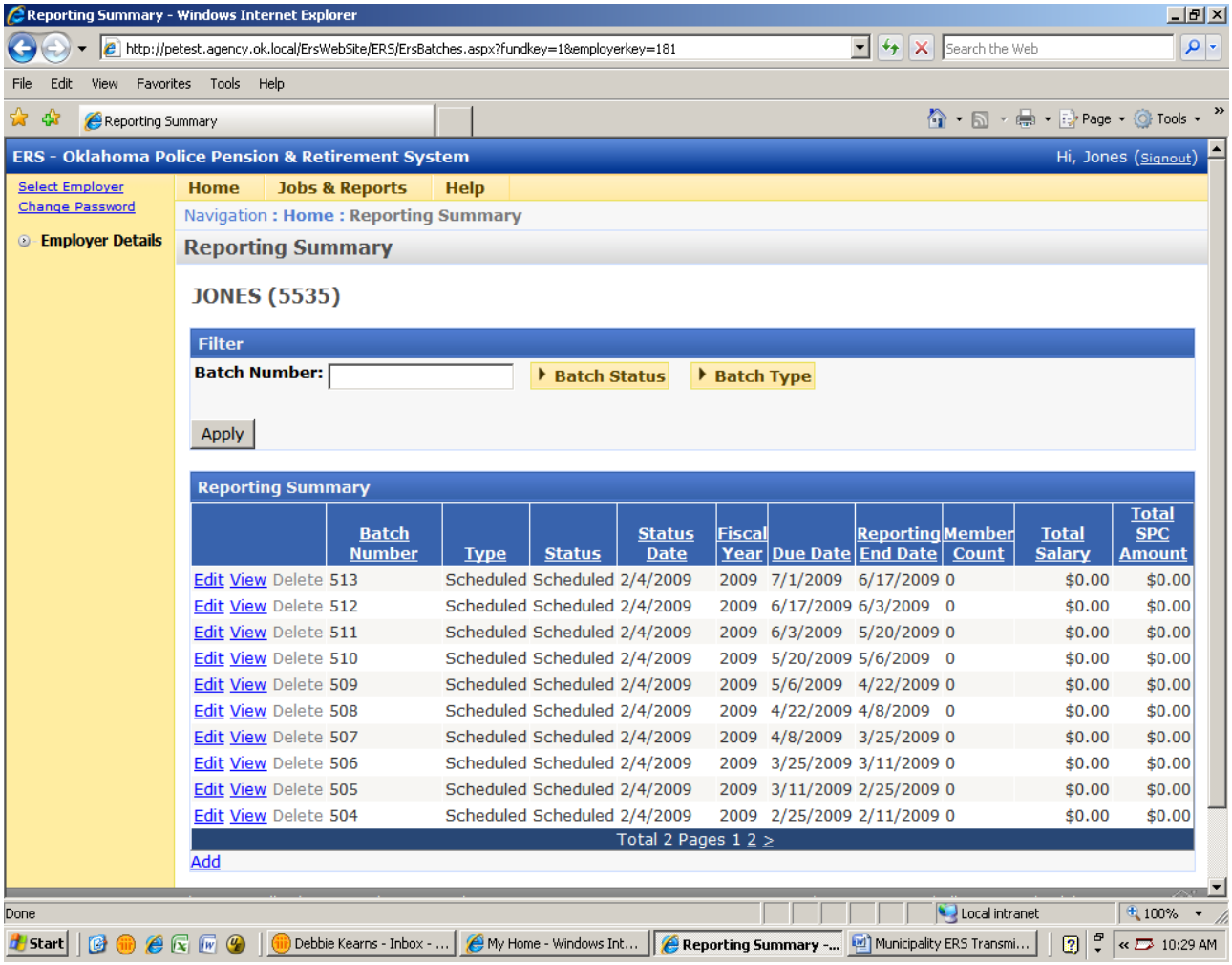
4. A new password will be emailed to you. Once you have successfully logged in, you will be able to change this password.



Suggestion: For strong passwords, you should have components of the following criteria……letters(Upper and lower case), numbers and/or special characters. Passwords must be made up of 8 components and not have been used in the last 3 years.

If you need to change your password follow these instructions otherwise proceed to page 8:

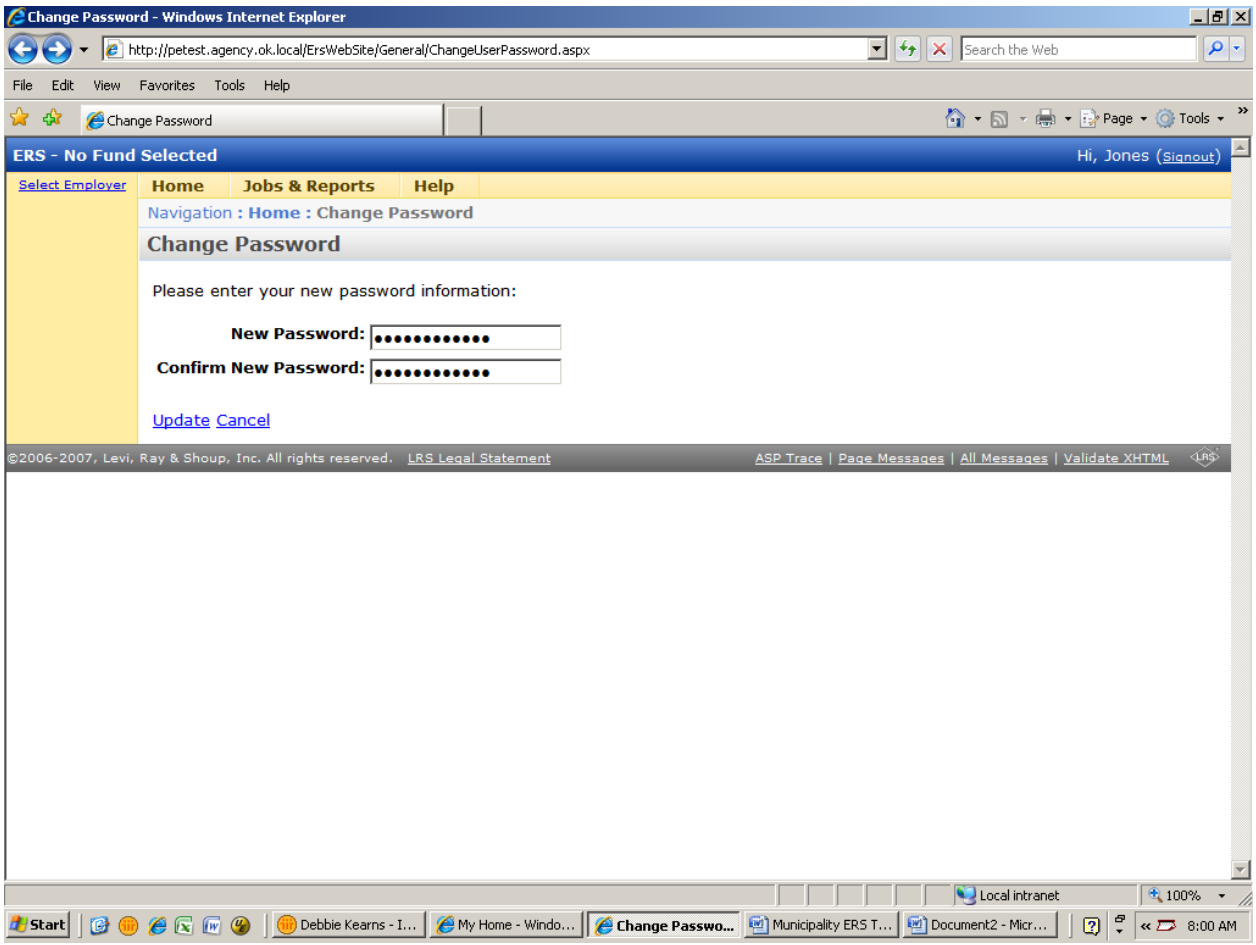
Navigate to the left side menu and in the yellow area click Change Password.



You cannot reuse a password that has already been used in the last 3 years. Passwords must be at least 8 components.

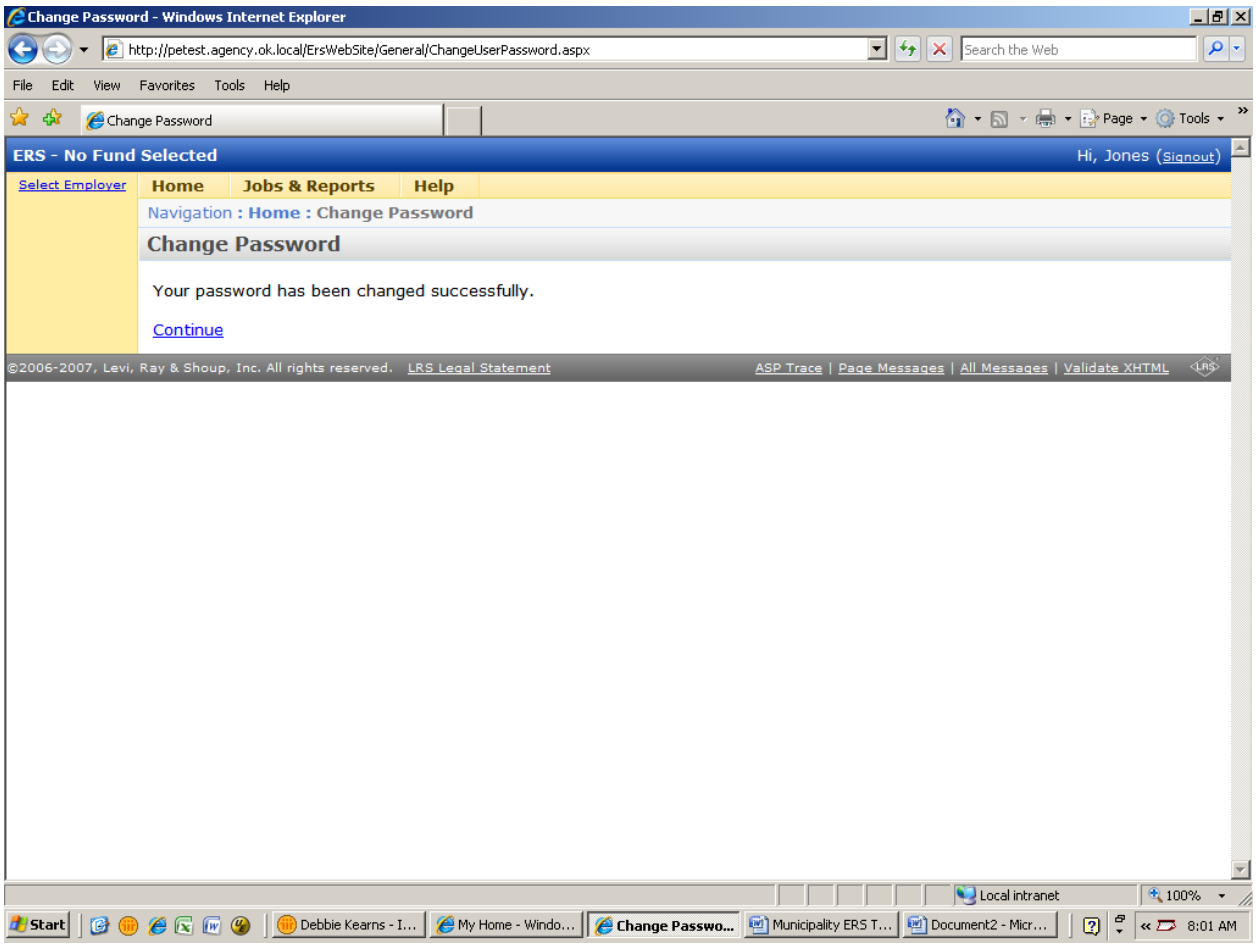
Enter a new password, confirm it by typing it again.

Click Update.

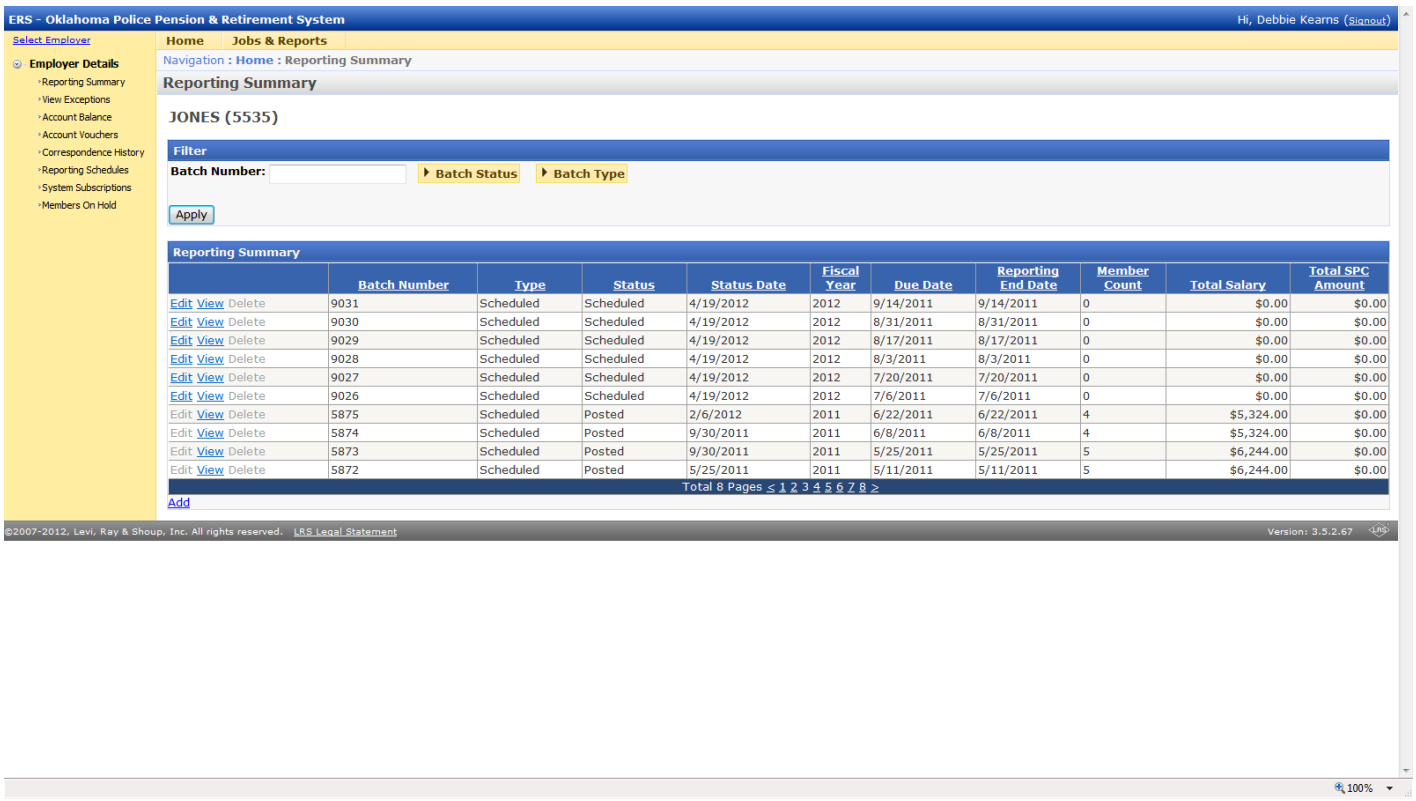


You should get the following response page.

Click the link to Continue.



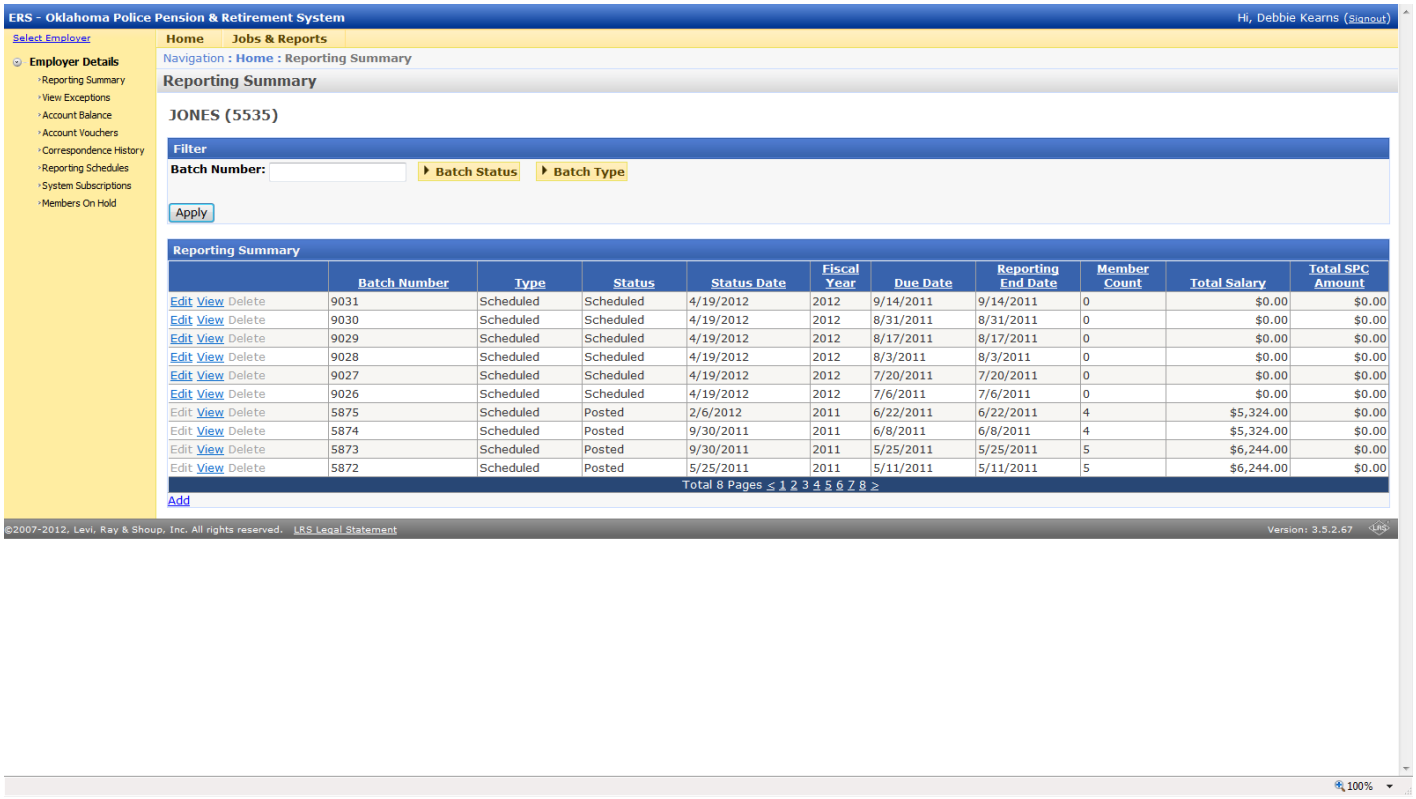
5. This is your Home Reporting Summary Page.



	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	9031	Scheduled	Scheduled	4/19/2012	2012	9/14/2011	9/14/2011	0	$0.00	$0.00
Edit View Delete	9030	Scheduled	Scheduled	4/19/2012	2012	8/31/2011	8/31/2011	0	$0.00	$0.00
Edit View Delete	9029	Scheduled	Scheduled	4/19/2012	2012	8/17/2011	8/17/2011	0	$0.00	$0.00
Edit View Delete	9028	Scheduled	Scheduled	4/19/2012	2012	8/3/2011	8/3/2011	0	$0.00	$0.00
Edit View Delete	9027	Scheduled	Scheduled	4/19/2012	2012	7/20/2011	7/20/2011	0	$0.00	$0.00
Edit View Delete	9026	Scheduled	Scheduled	4/19/2012	2012	7/6/2011	7/6/2011	0	$0.00	$0.00
Edit View Delete	5875	Scheduled	Posted	2/6/2012	2011	6/22/2011	6/22/2011	4	$5,324.00	$0.00
Edit View Delete	5874	Scheduled	Posted	9/30/2011	2011	6/8/2011	6/8/2011	4	$5,324.00	$0.00
Edit View Delete	5873	Scheduled	Posted	9/30/2011	2011	5/25/2011	5/25/2011	5	$6,244.00	$0.00
Edit View Delete	5872	Scheduled	Posted	5/25/2011	2011	5/11/2011	5/11/2011	5	$6,244.00	$0.00

6. To upload your next payroll, find the pay period end date under the Reporting End Date column. (example 7/6/2011)

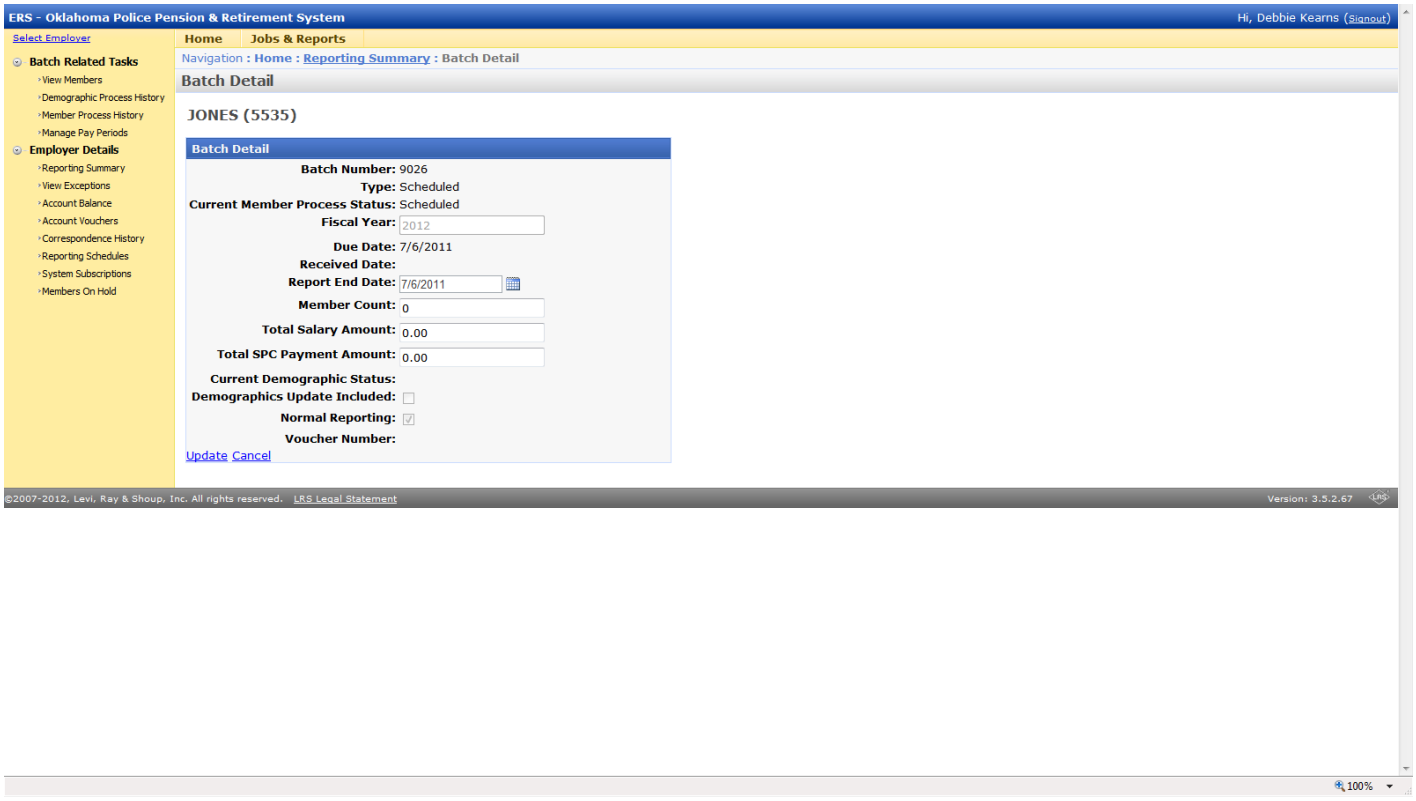
7. Click on Edit to the left.



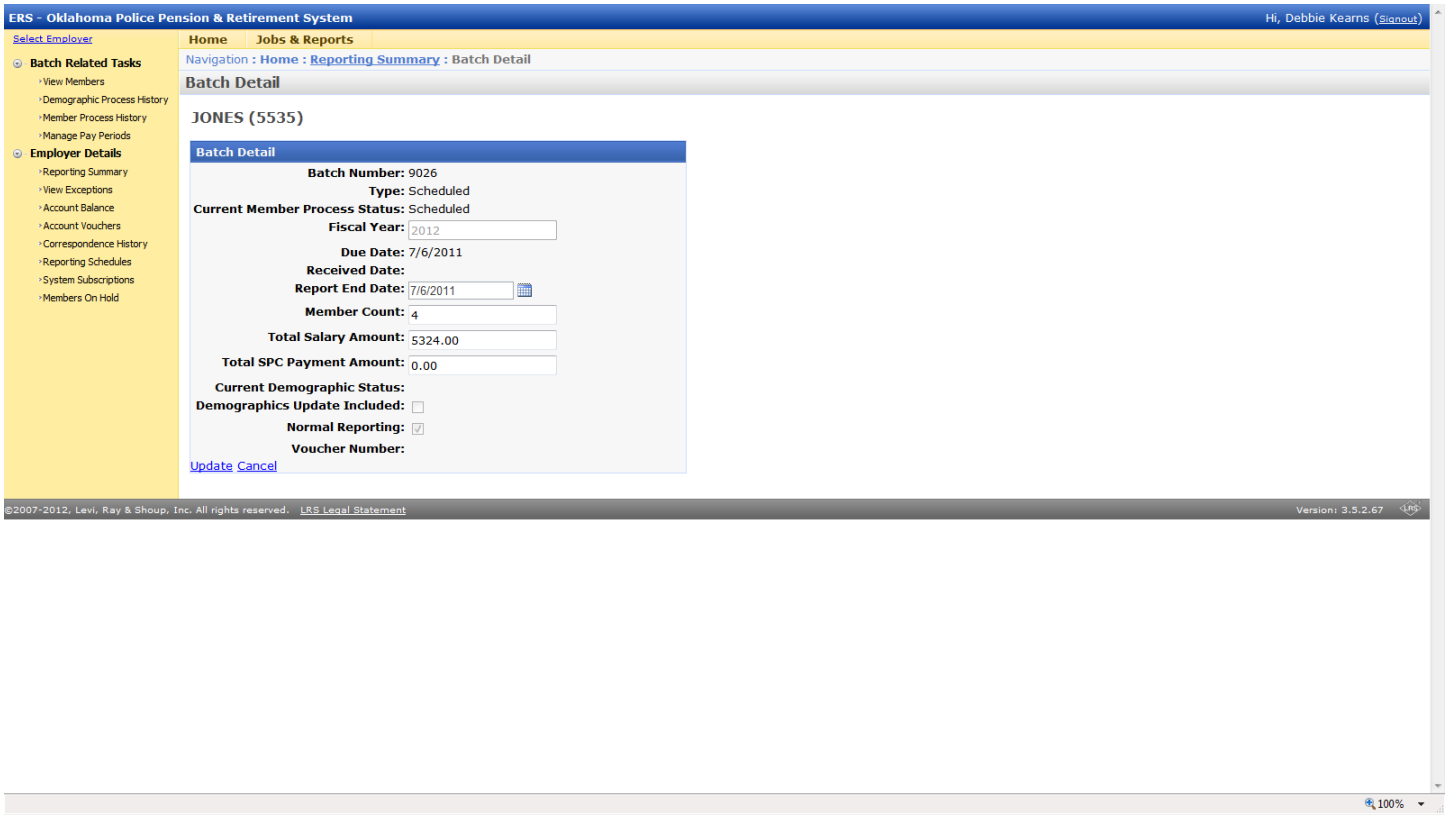
	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	9031	Scheduled	Scheduled	4/19/2012	2012	9/14/2011	9/14/2011	0	$0.00	$0.00
Edit View Delete	9030	Scheduled	Scheduled	4/19/2012	2012	8/31/2011	8/31/2011	0	$0.00	$0.00
Edit View Delete	9029	Scheduled	Scheduled	4/19/2012	2012	8/17/2011	8/17/2011	0	$0.00	$0.00
Edit View Delete	9028	Scheduled	Scheduled	4/19/2012	2012	8/3/2011	8/3/2011	0	$0.00	$0.00
Edit View Delete	9027	Scheduled	Scheduled	4/19/2012	2012	7/20/2011	7/20/2011	0	$0.00	$0.00
Edit View Delete	9026	Scheduled	Scheduled	4/19/2012	2012	7/6/2011	7/6/2011	0	$0.00	$0.00
Edit View Delete	5875	Scheduled	Posted	2/6/2012	2011	6/22/2011	6/22/2011	4	$5,324.00	$0.00
Edit View Delete	5874	Scheduled	Posted	9/30/2011	2011	6/8/2011	6/8/2011	4	$5,324.00	$0.00
Edit View Delete	5873	Scheduled	Posted	9/30/2011	2011	5/25/2011	5/25/2011	5	$6,244.00	$0.00
Edit View Delete	5872	Scheduled	Posted	5/25/2011	2011	5/11/2011	5/11/2011	5	$6,244.00	$0.00

This will bring up the Batch Detail screen.

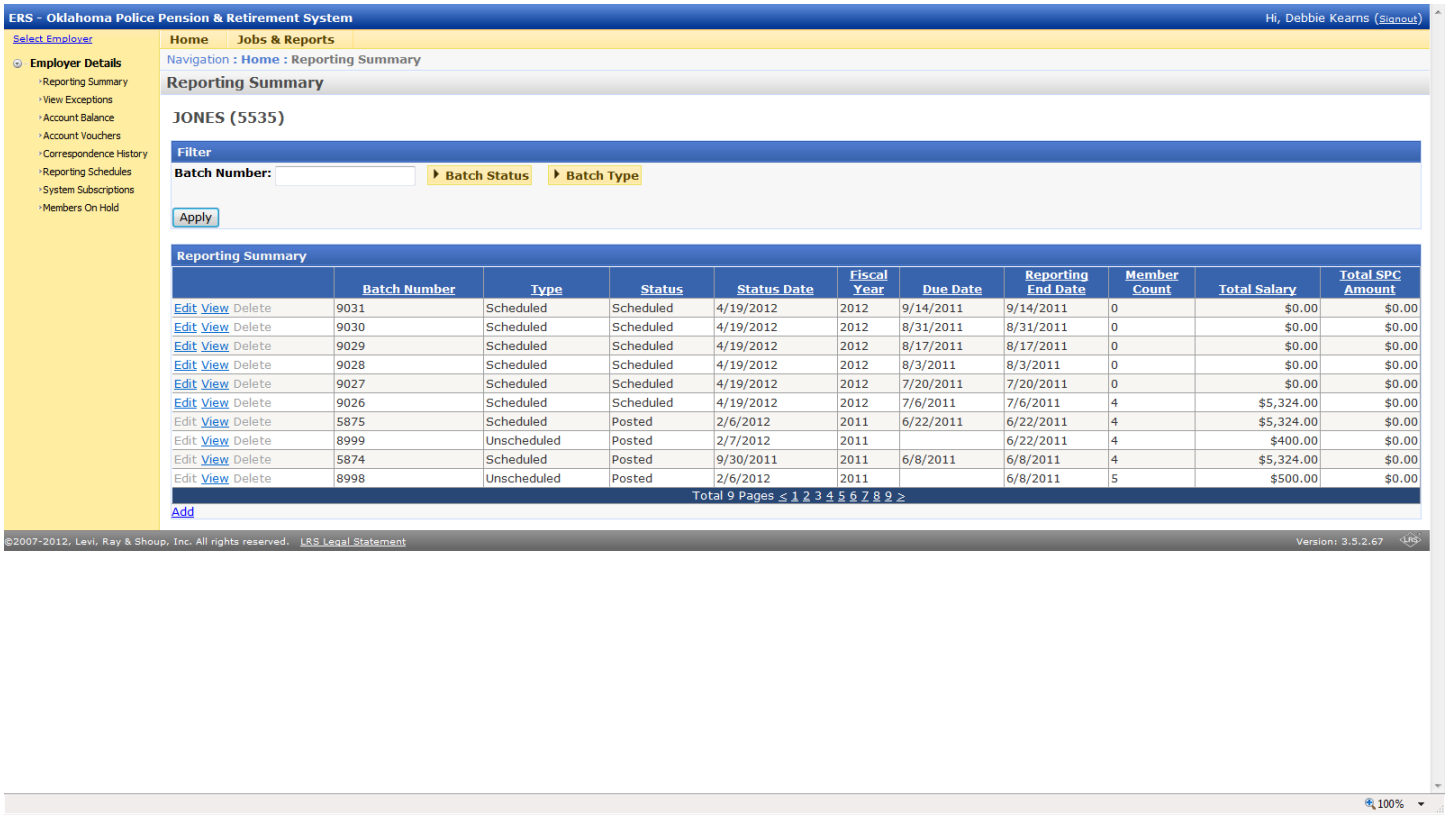
8. Enter the Member Count, the Total Salary Amount, and the Total Service Purchase Contract (SPC) Payment Amount (if you have SPC payments.)



9. Click Update.



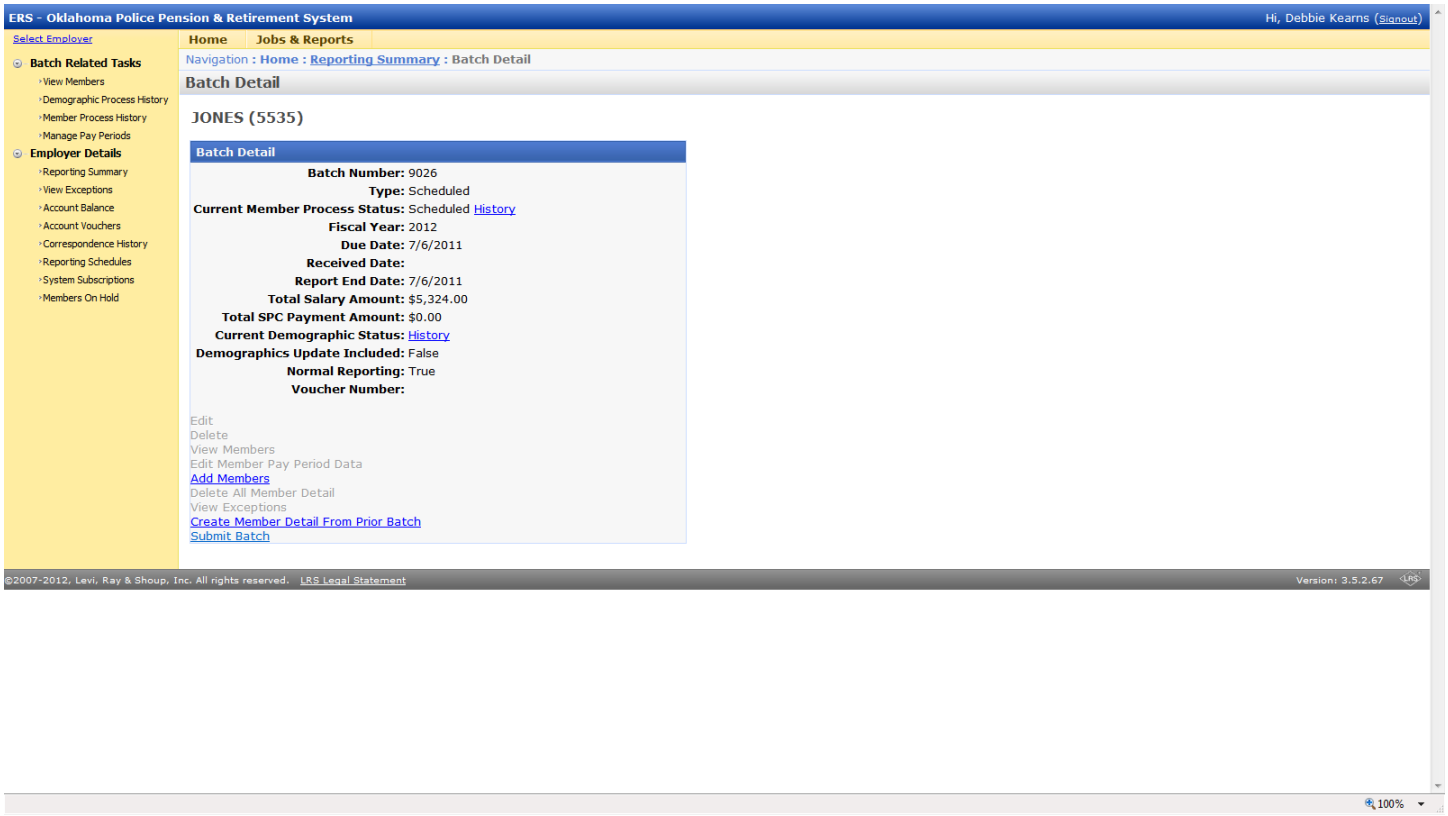
10. Go to your Home: Reporting Summary page find your Batch number and Click the corresponding View.



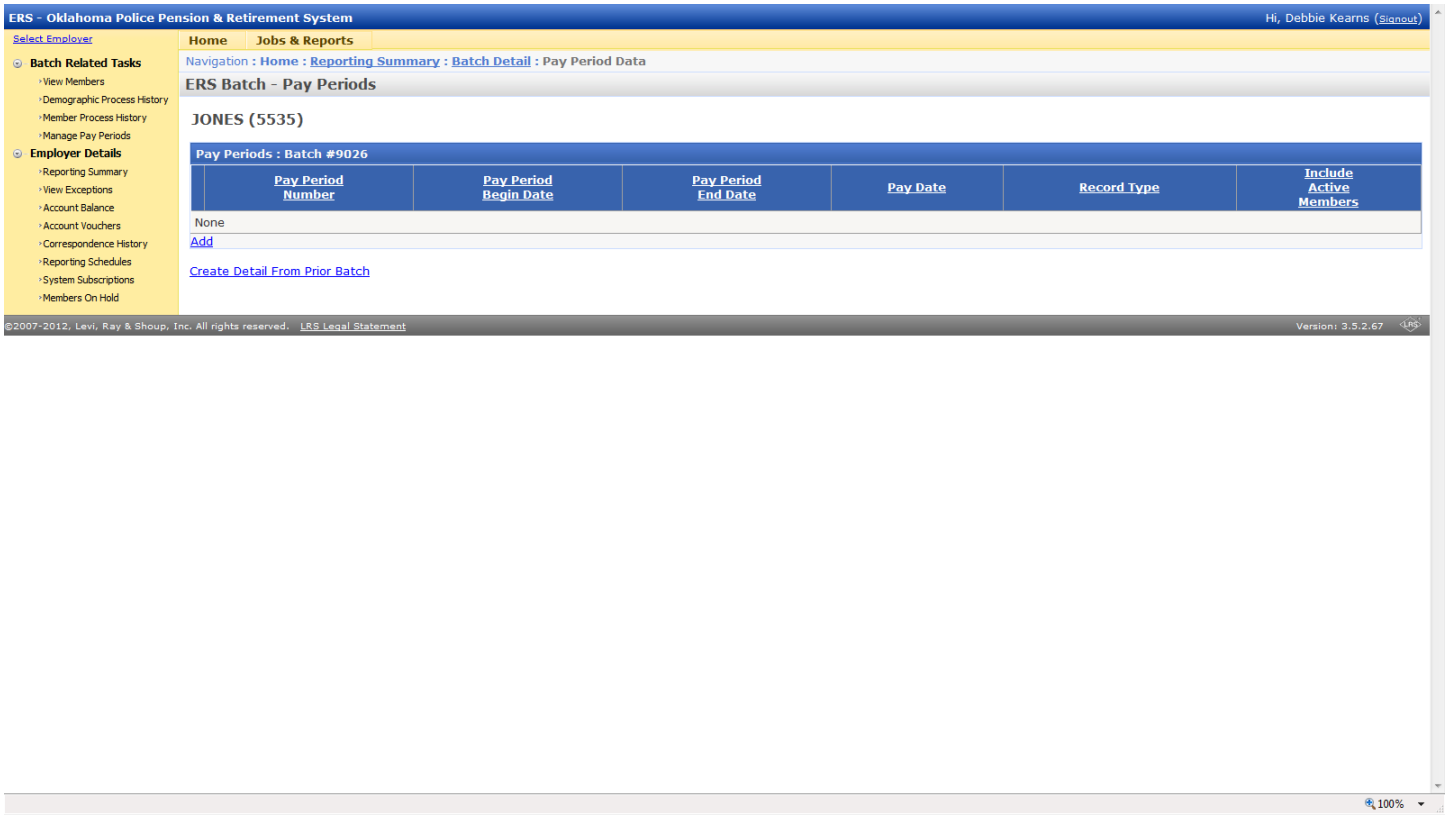
	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	9031	Scheduled	Scheduled	4/19/2012	2012	9/14/2011	9/14/2011	0	$0.00	$0.00
Edit View Delete	9030	Scheduled	Scheduled	4/19/2012	2012	8/31/2011	8/31/2011	0	$0.00	$0.00
Edit View Delete	9029	Scheduled	Scheduled	4/19/2012	2012	8/17/2011	8/17/2011	0	$0.00	$0.00
Edit View Delete	9028	Scheduled	Scheduled	4/19/2012	2012	8/3/2011	8/3/2011	0	$0.00	$0.00
Edit View Delete	9027	Scheduled	Scheduled	4/19/2012	2012	7/20/2011	7/20/2011	0	$0.00	$0.00
Edit View Delete	9026	Scheduled	Scheduled	4/19/2012	2012	7/6/2011	7/6/2011	4	$5,324.00	$0.00
Edit View Delete	5875	Scheduled	Posted	2/6/2012	2011	6/22/2011	6/22/2011	4	$5,324.00	$0.00
Edit View Delete	8999	Unscheduled	Posted	2/7/2012	2011		6/22/2011	4	$400.00	$0.00
Edit View Delete	5874	Scheduled	Posted	9/30/2011	2011	6/8/2011	6/8/2011	4	$5,324.00	$0.00
Edit View Delete	8998	Unscheduled	Posted	2/6/2012	2011		6/8/2011	5	$500.00	$0.00

This will bring up your Batch Detail page.

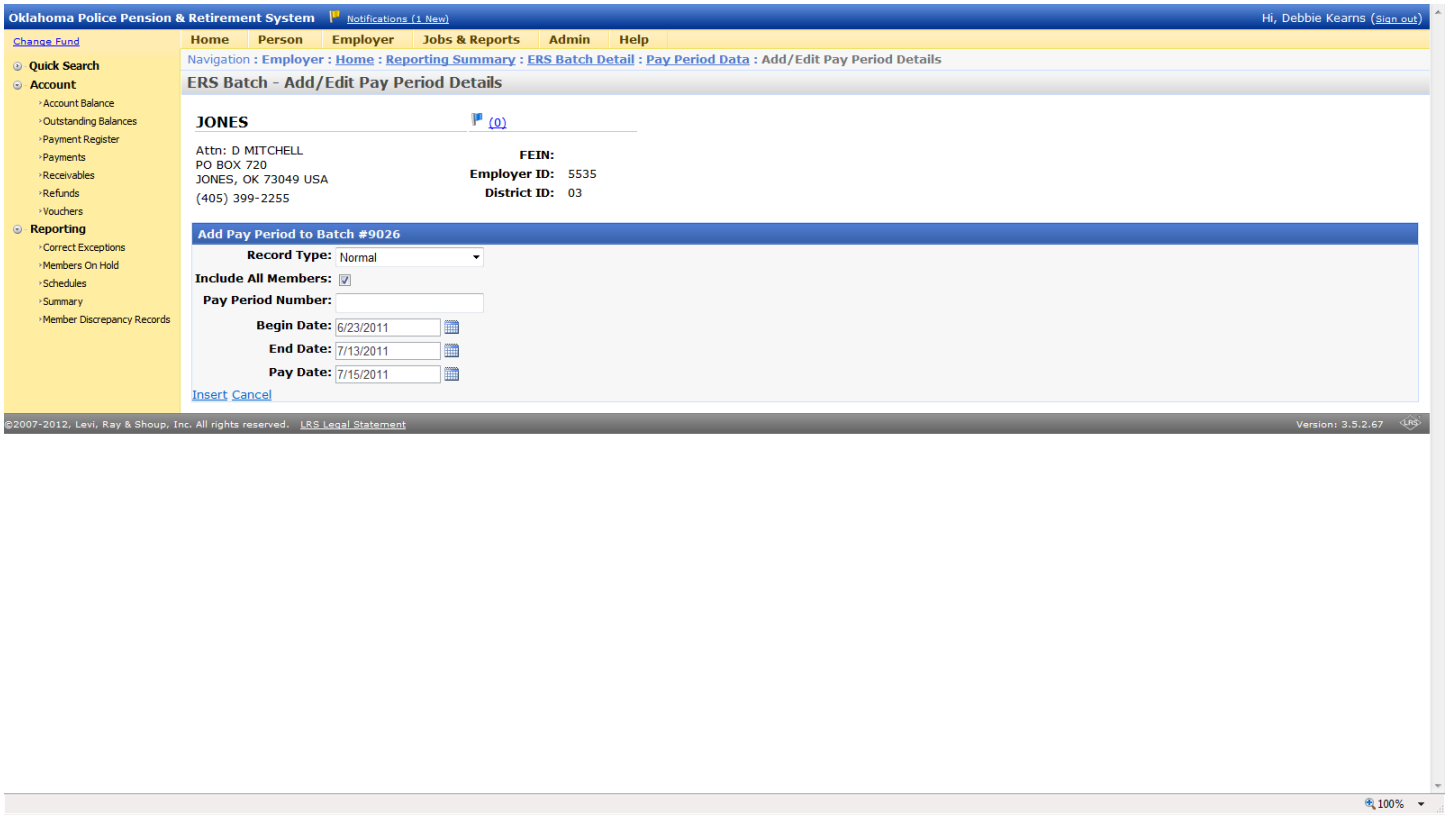
11. Click Create Member Detail From Prior Batch.



12. Click Add on the ERS Batch – Pay Periods page.

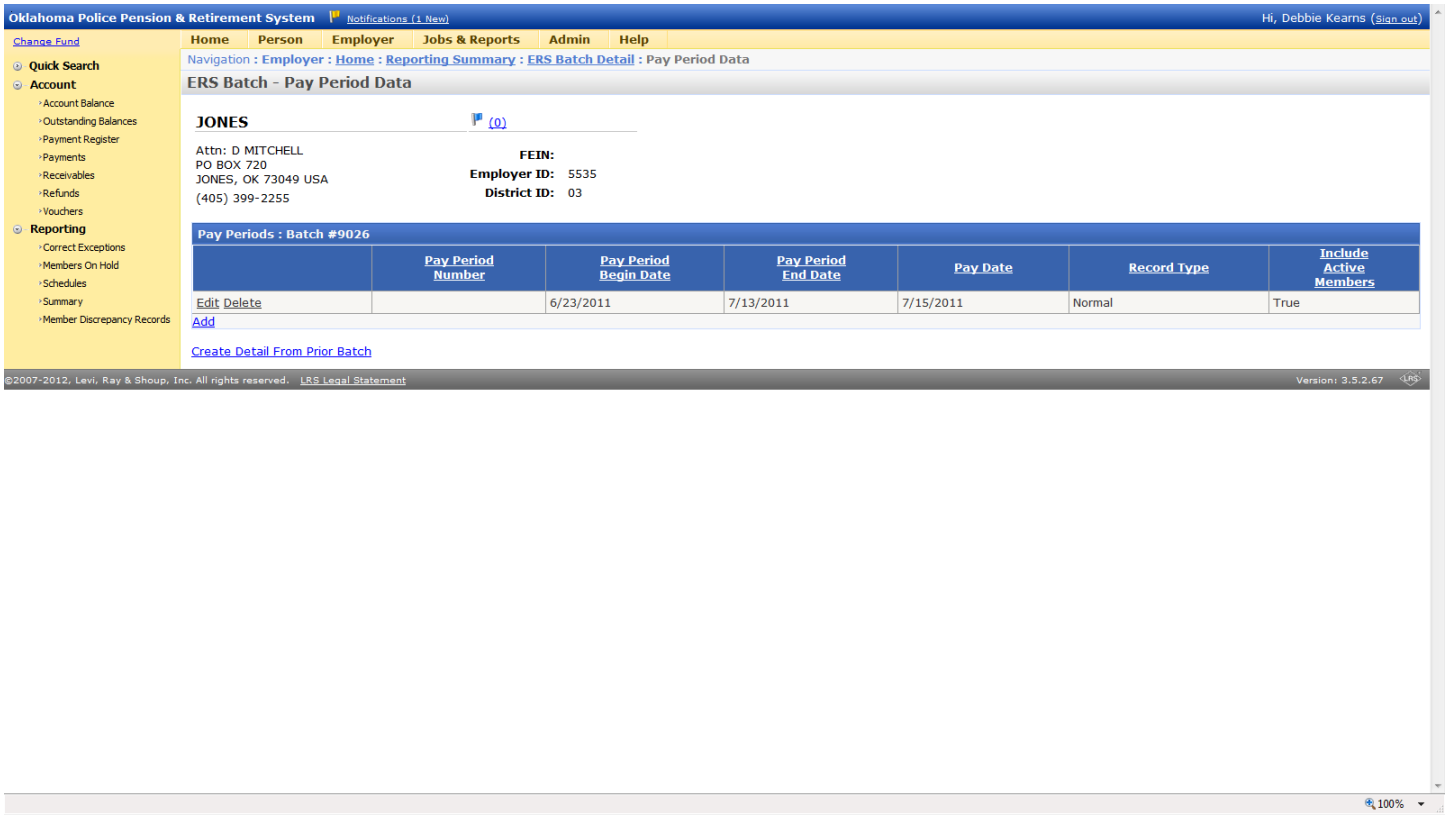


13. Select Normal for the Record Type for Normal reporting. Click the check box to Include All Members. Leave the Pay Number BLANK. Enter the Pay Begin Date, End Date and Pay Date. Click Insert.



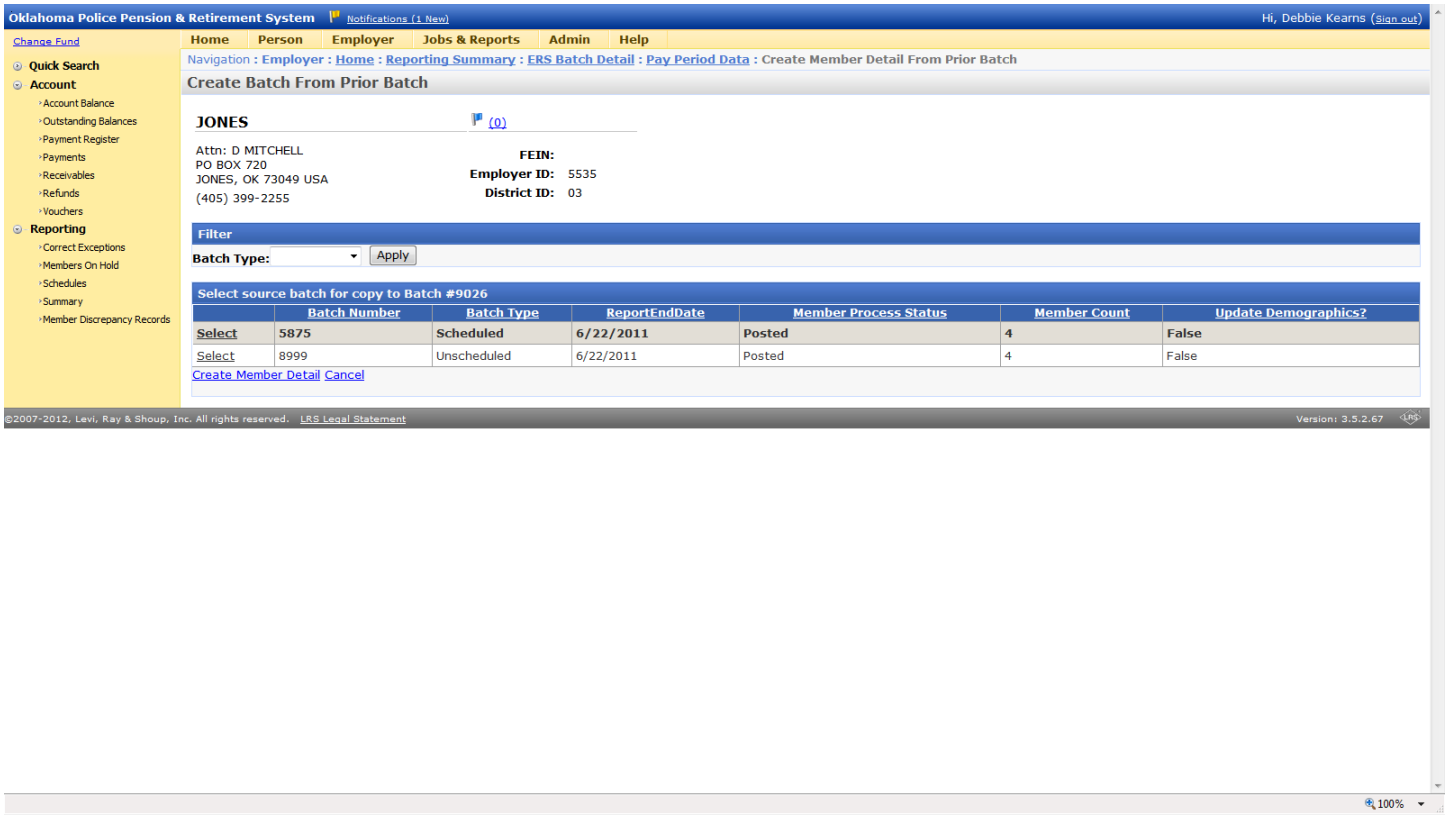
14. Verify that the Pay dates are correct.

15. Click Create Detail From Prior Batch.



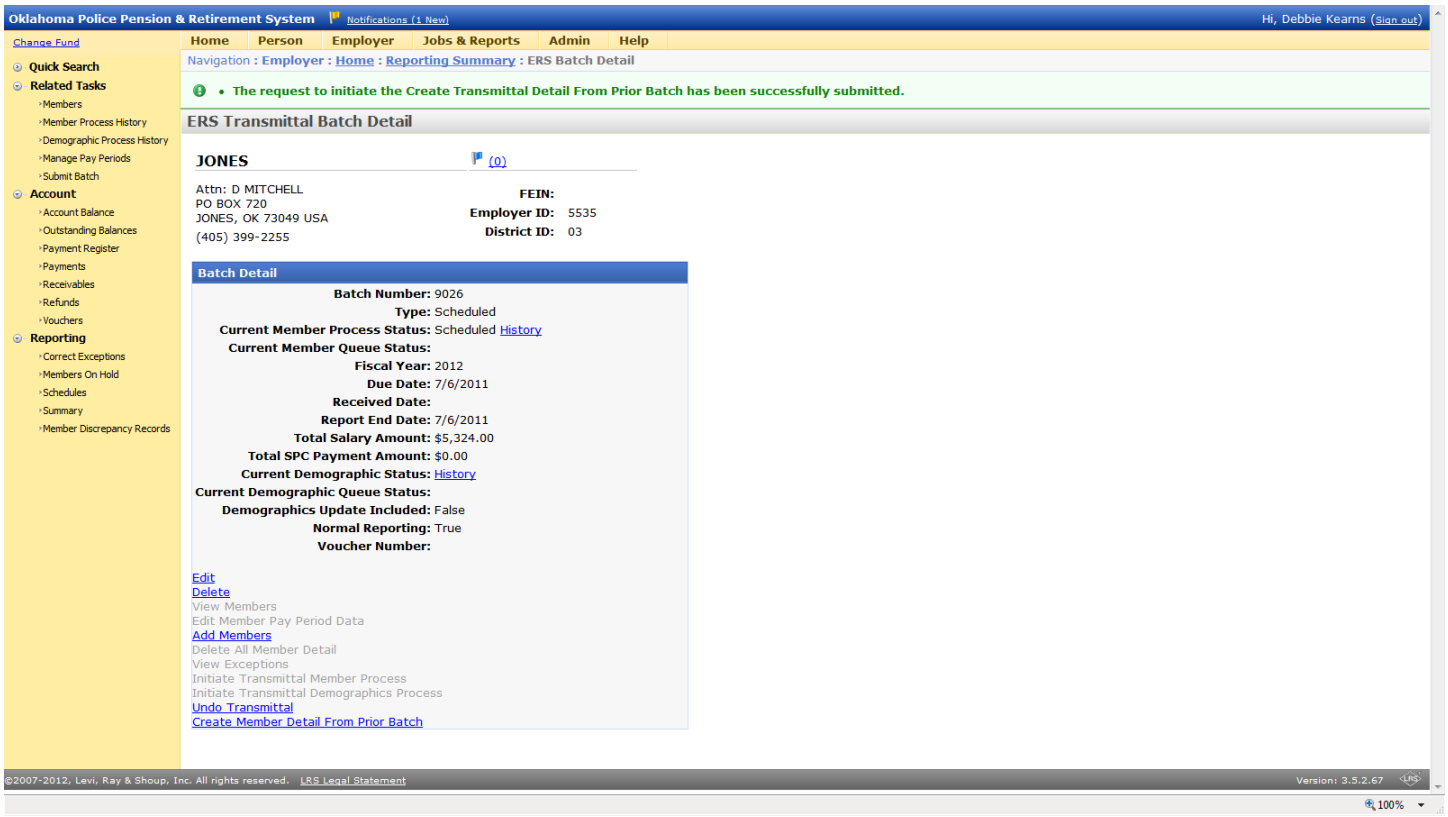
16. Click on the Select link of the Scheduled Batch you want to be copied.

17. Click Create Member Detail.

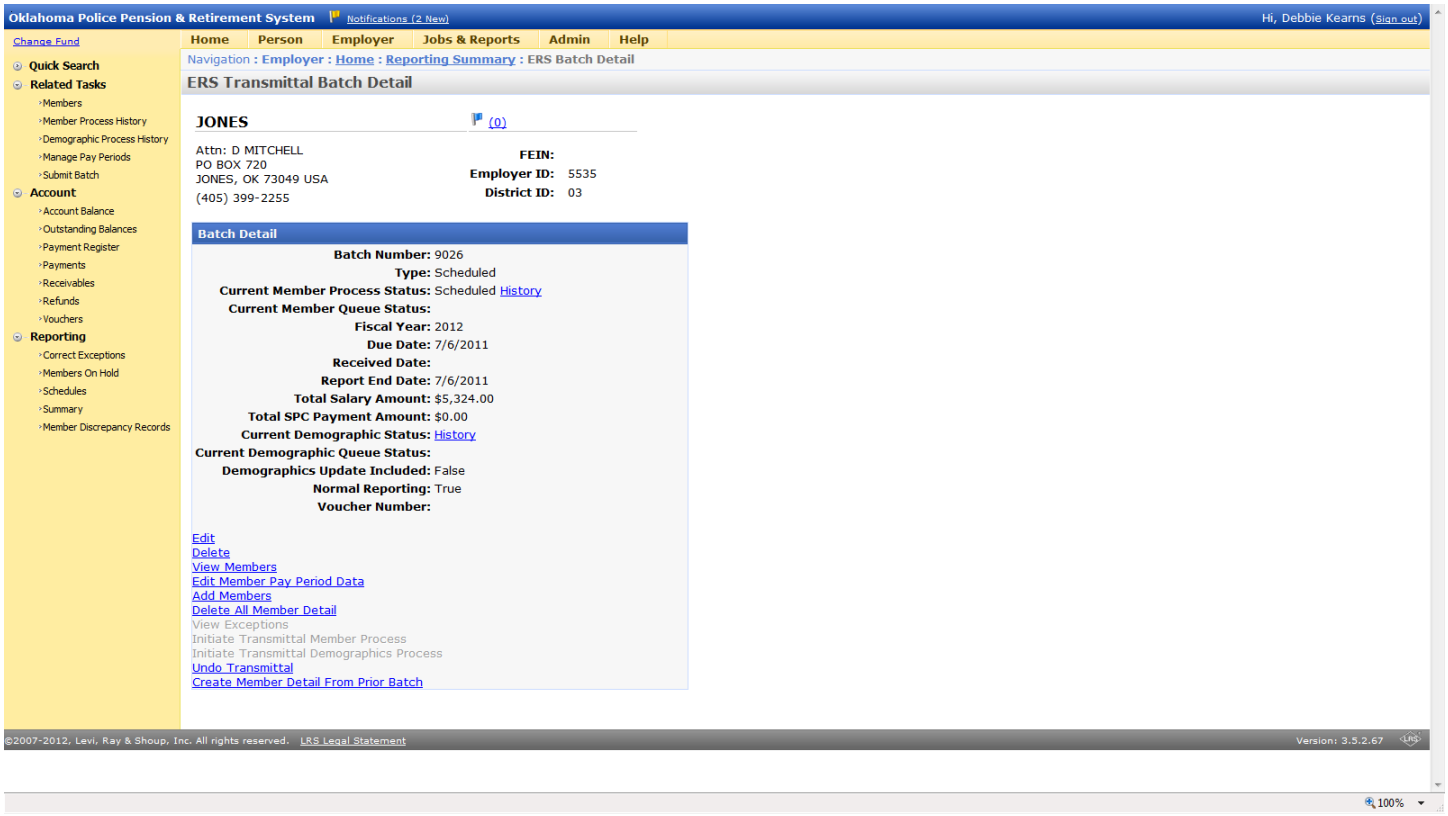


18. You should receive a green message across the top of the page stating “The request to initiate the Create Transmittal Detail From Prior Batch has been successfully submitted.”

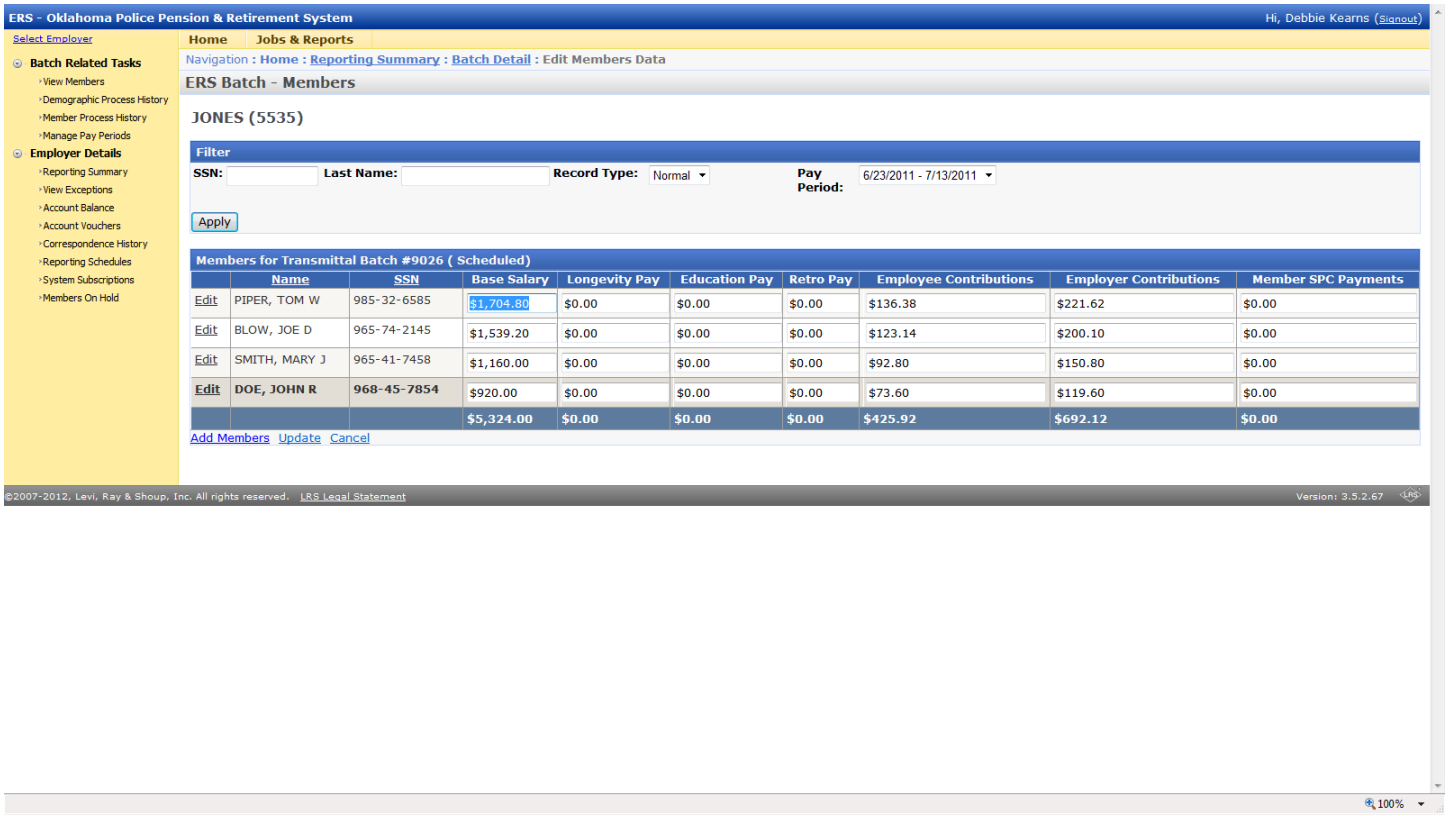
19. Click the F5 button on your PC to refresh your screen.



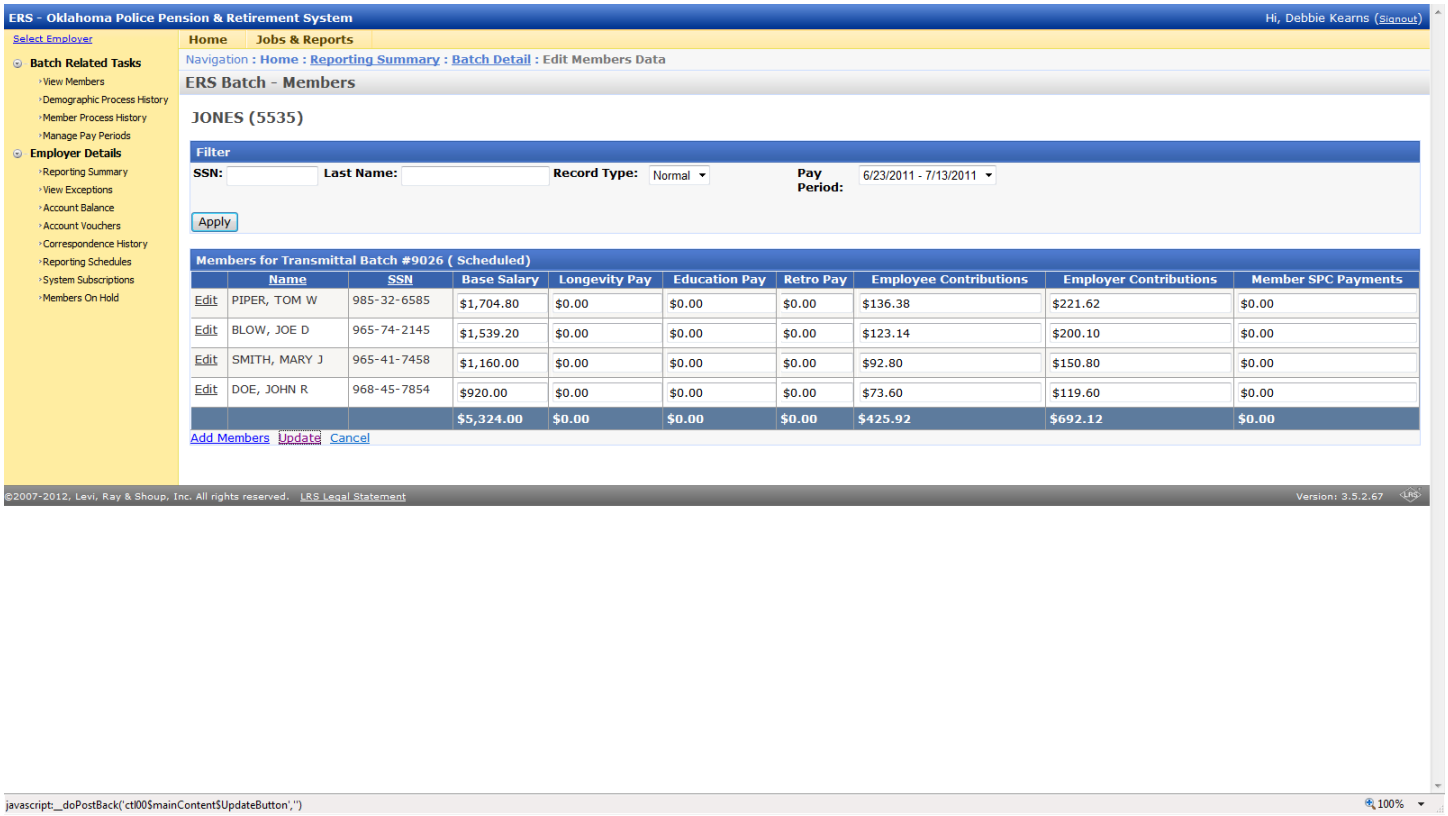
20. Click Edit Member Pay Period Data.



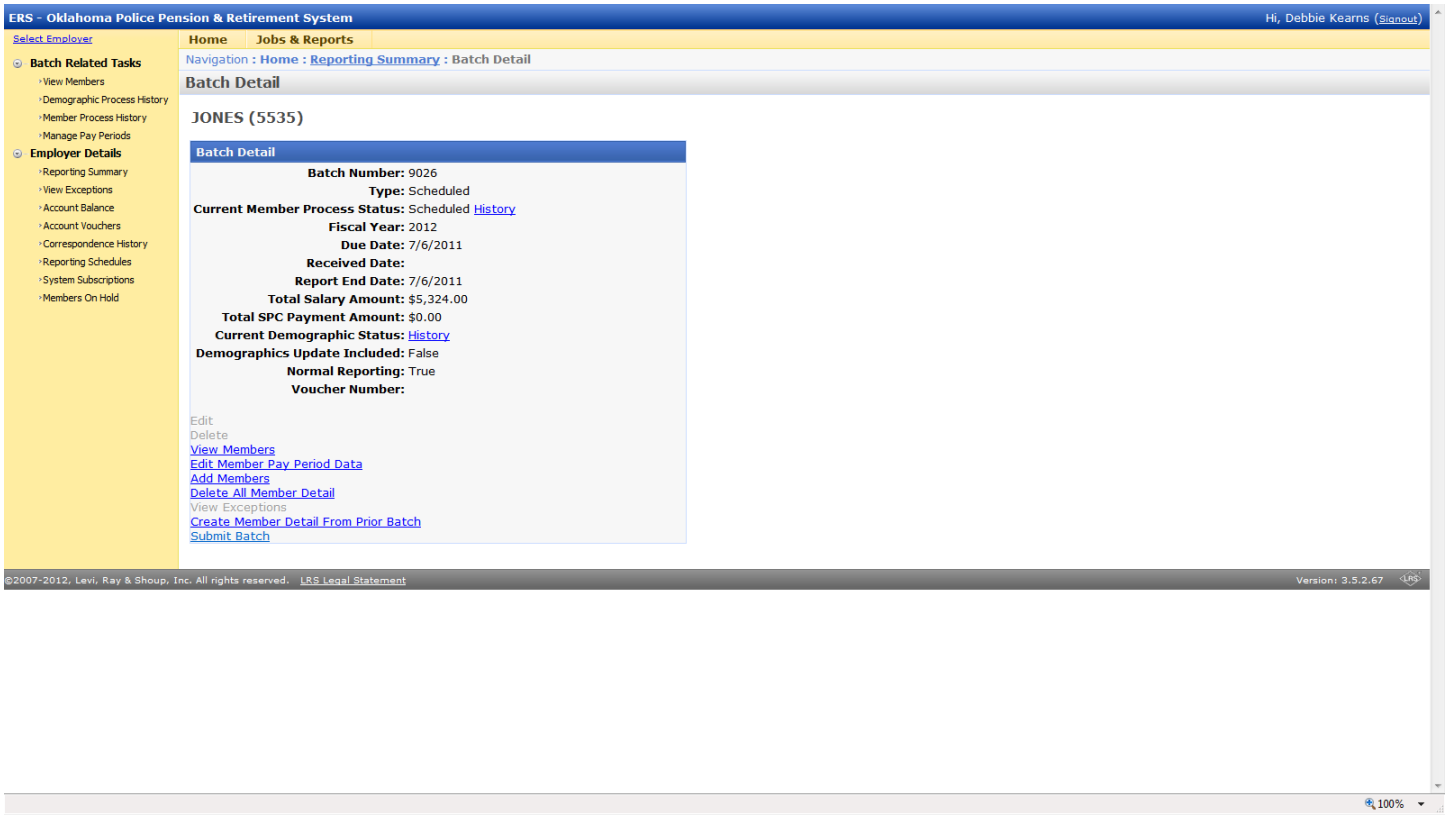
21. This will bring up a page where you may make any changes to the Base Salary, Longevity Pay, Education Pay, (DO NOT USE RETRO PAY COLUMN!), Employee Contributions, Employer Contributions, and Member SPC (Service Purchase Contract) Payments that were different from the prior pay. (If entering every member's information… putting your cursor in and highlighting the first Base Salary box to make your change and using the TAB key to move the mouse to your next amount is helpful.)



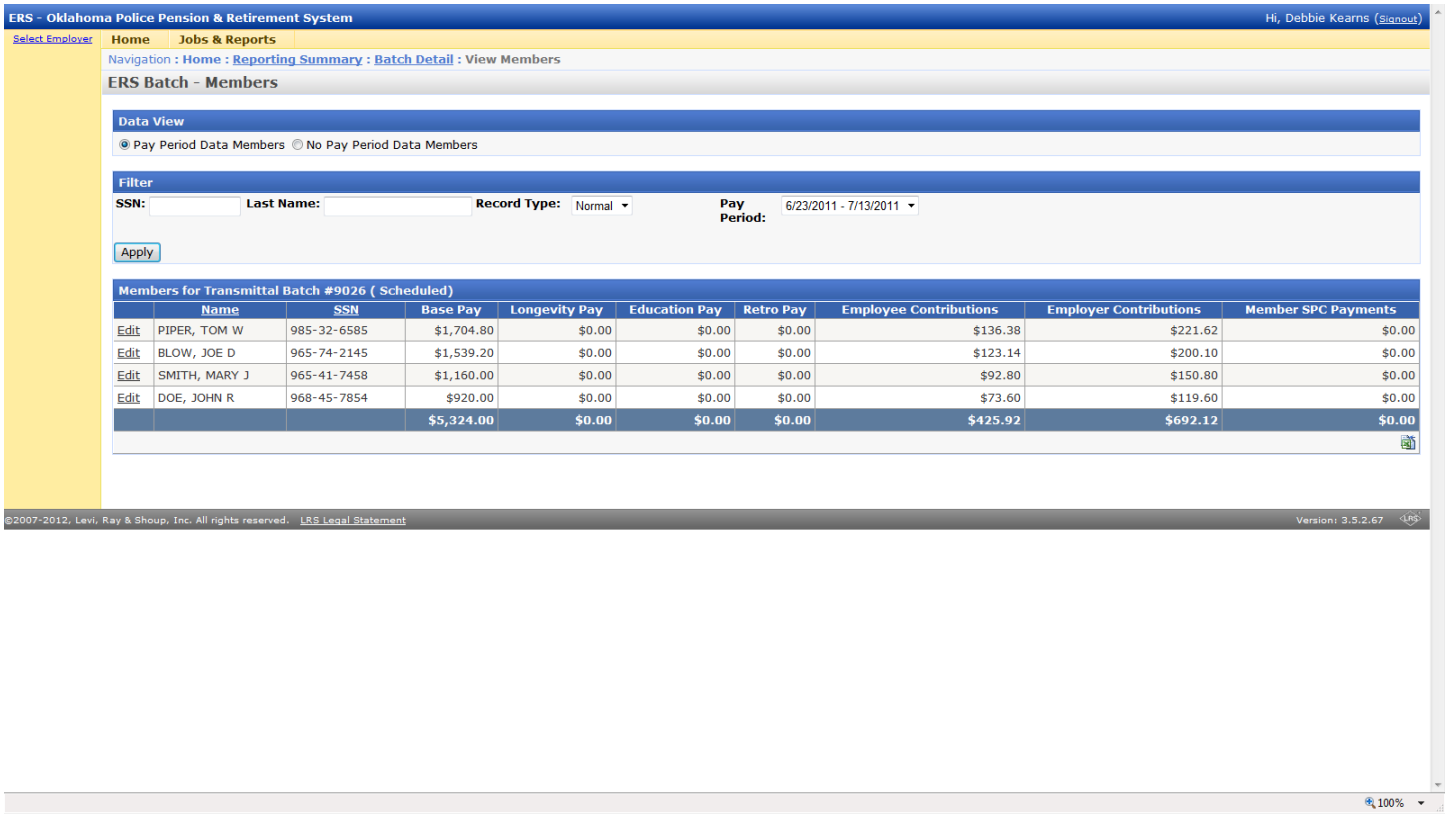
22. Click Update when all changed information has been entered.



23. Click View Members on the Batch Detail page.

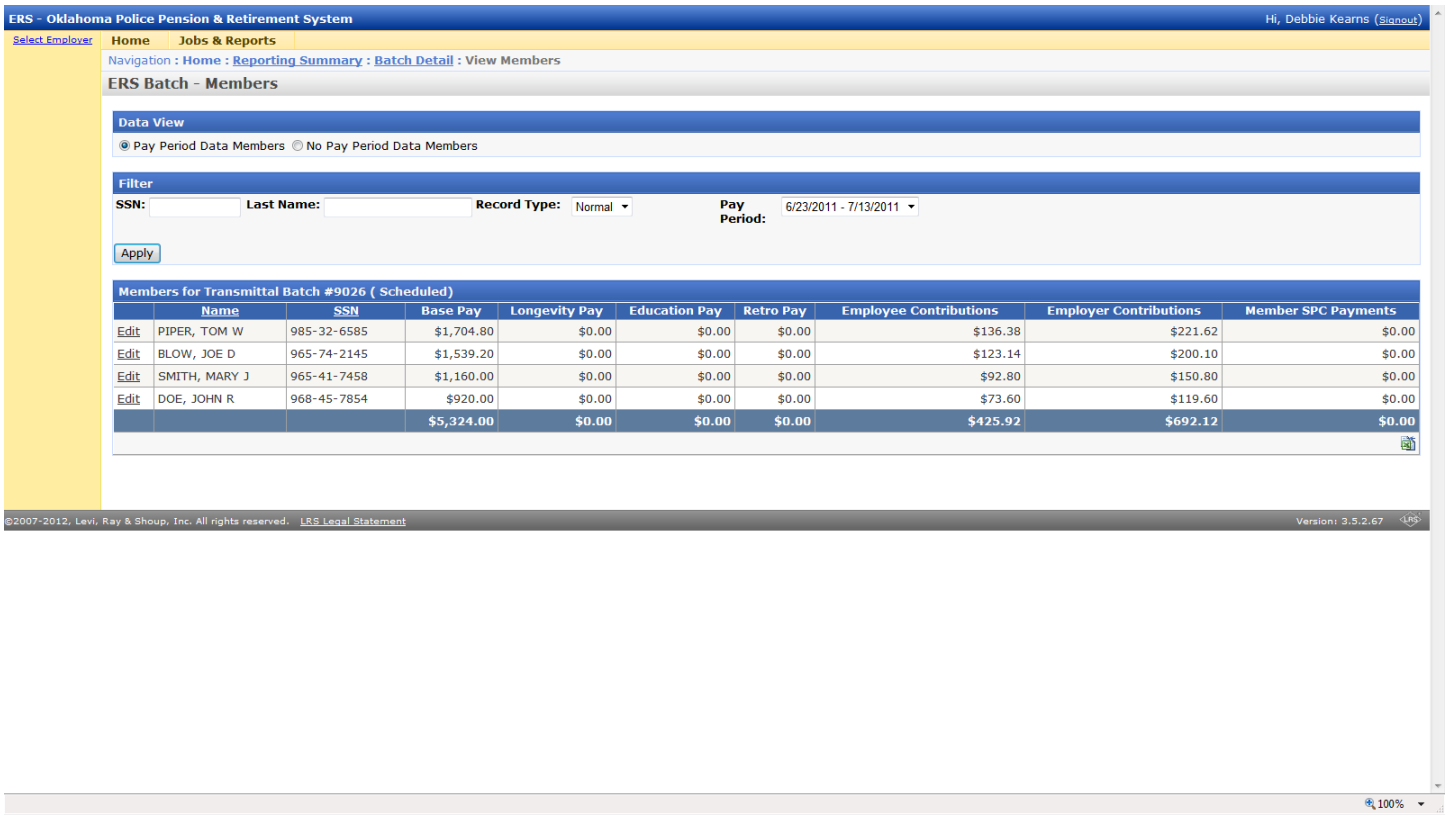


24. Scroll to the bottom to verify Grand Totals.



	Name	SSN	Base Pay	Longevity Pay	Education Pay	Retro Pay	Employee Contributions	Employer Contributions	Member SPC Payments
Edit	PIPER, TOM W	985-32-6585	$1,704.80	$0.00	$0.00	$0.00	$136.38	$221.62	$0.00
Edit	BLOW, JOE D	965-74-2145	$1,539.20	$0.00	$0.00	$0.00	$123.14	$200.10	$0.00
Edit	SMITH, MARY J	965-41-7458	$1,160.00	$0.00	$0.00	$0.00	$92.80	$150.80	$0.00
Edit	DOE, JOHN R	968-45-7854	$920.00	$0.00	$0.00	$0.00	$73.60	$119.60	$0.00
			$5,324.00	$0.00	$0.00	$0.00	$425.92	$692.12	$0.00

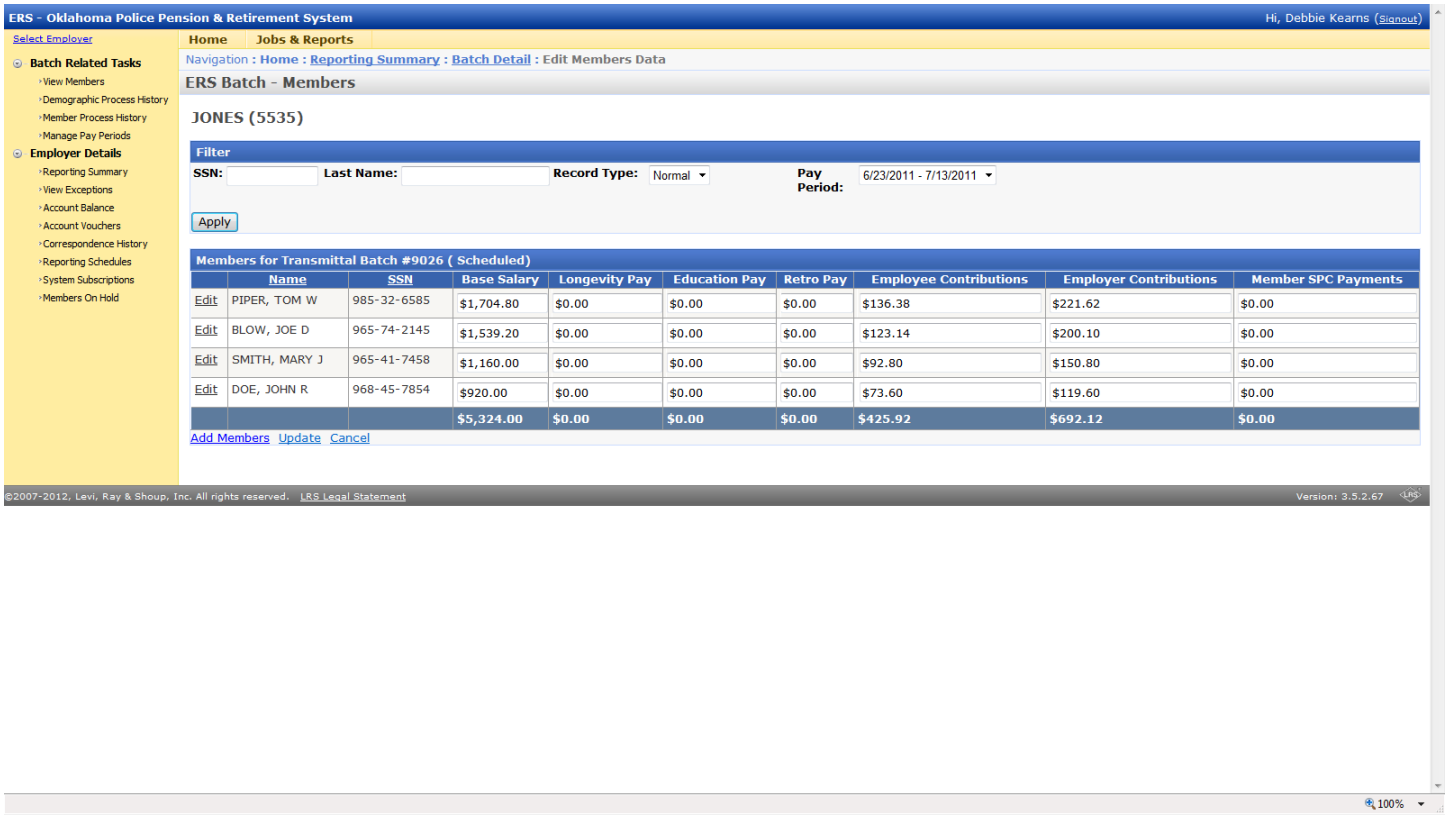
25. Scroll to the top of the page, and just to the right of your name in the blue title bar is (Sign Out). Click on Sign Out and close your browser.



26. Send in your Check and Paperwork.

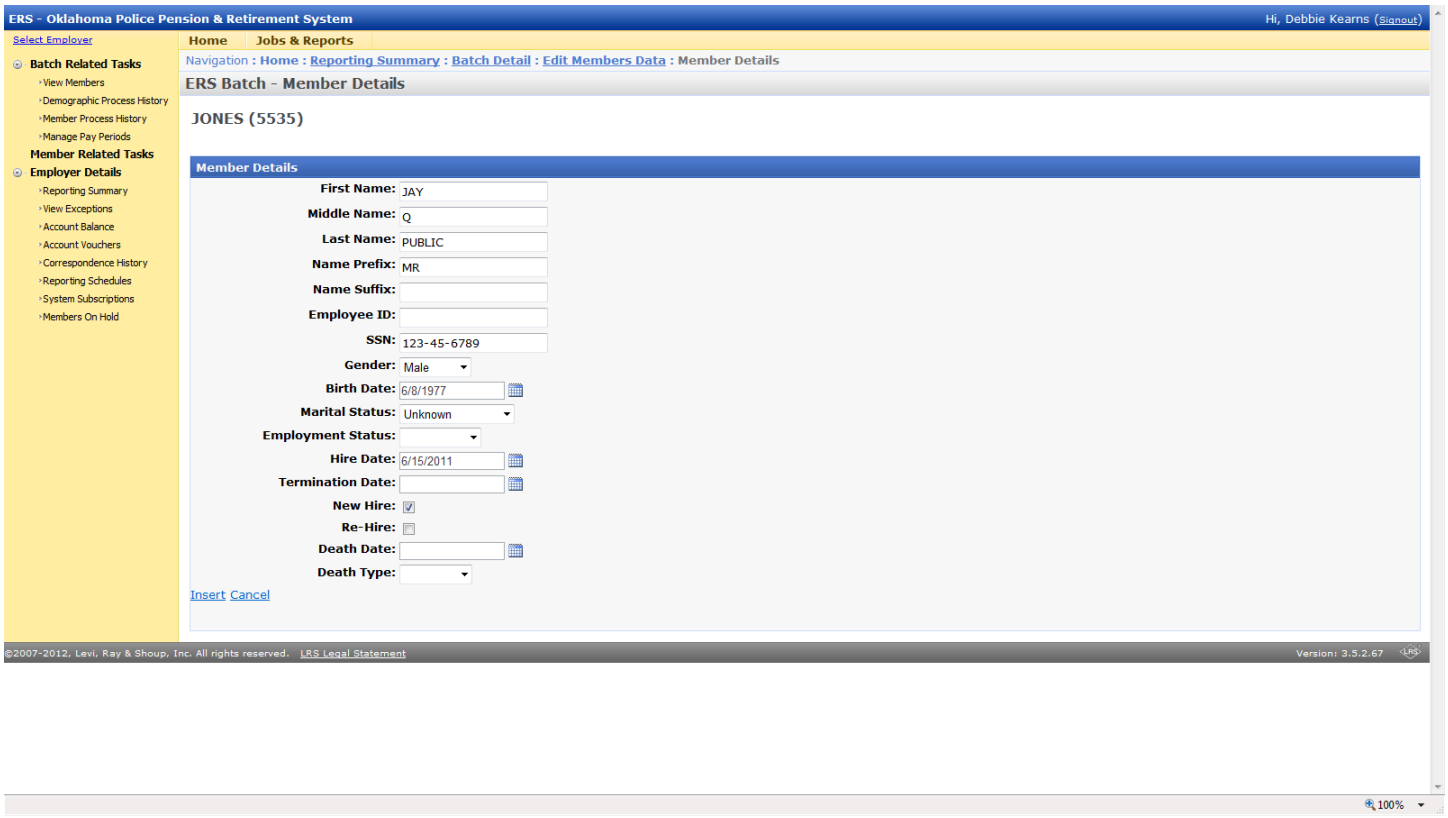
Entering a New Member

1. After entering all changes on the ERS Batch Members page, click Add Members at the bottom of the page.

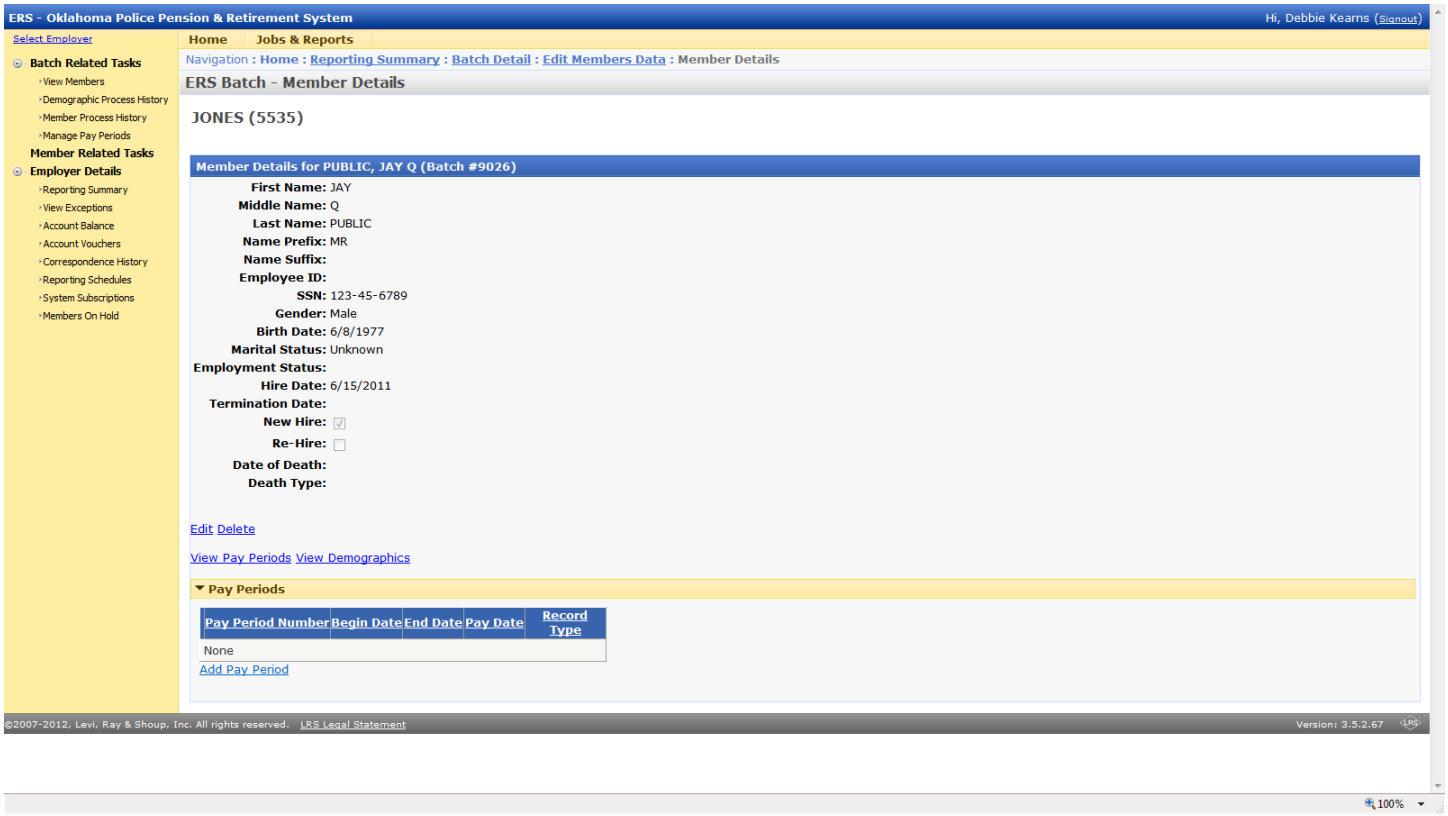


2. Enter the new members' information. (Member name, SSN, Gender, Birthdate, Marital Status and Hire Date are required.) Click the New Hire box.

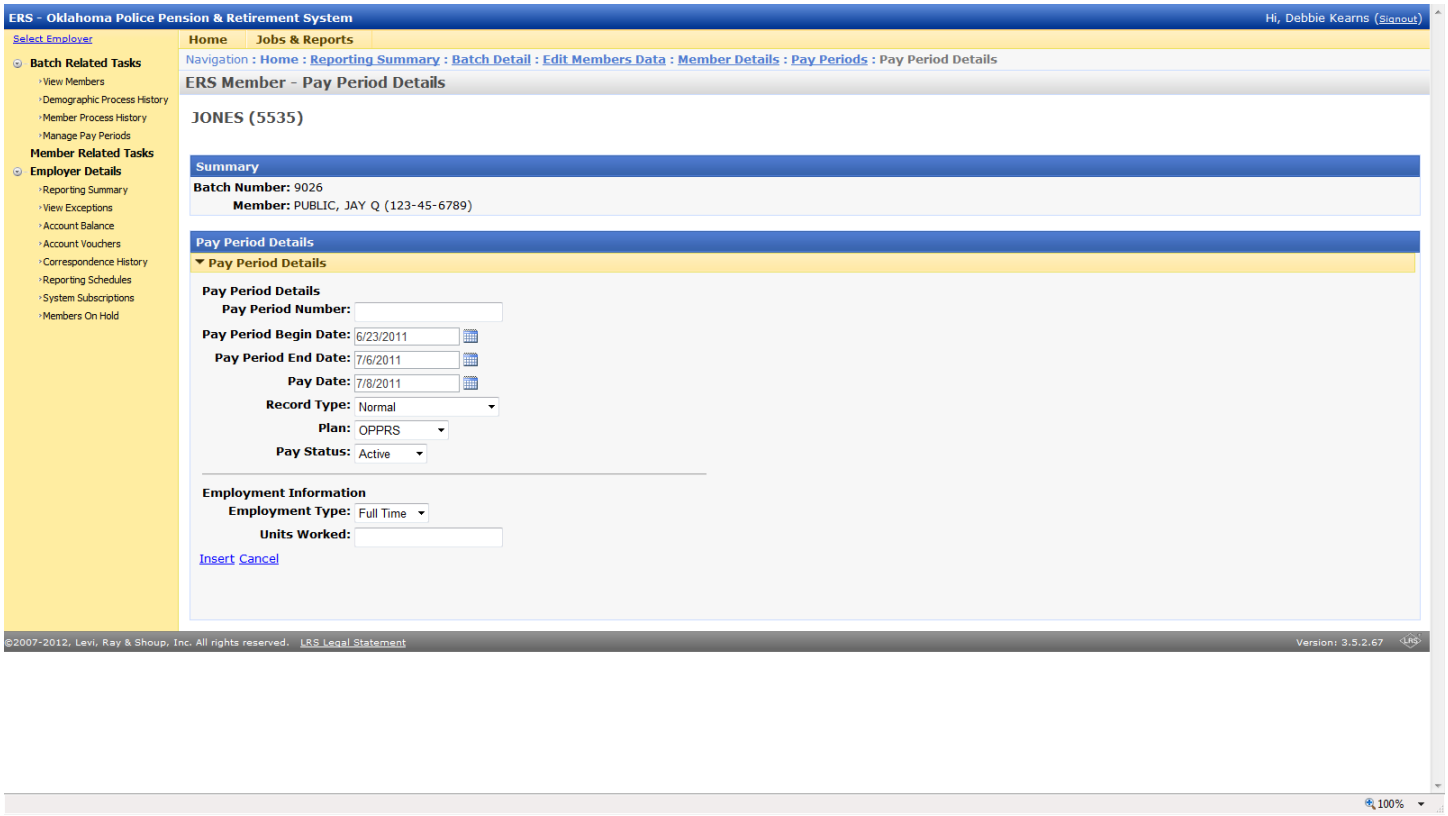
3. Click Insert.



4. Click Add Pay Period under the Pay Periods yellow bar.



This brings up the Pay Period Details page.



5. Leave Pay Period Number BLANK.

6. Enter Pay Period Begin Date.

7. Enter Pay Period End Date.

8. Enter Pay Date.

9. Enter Record Type as Normal.

10. Enter Plan as OPPRS.

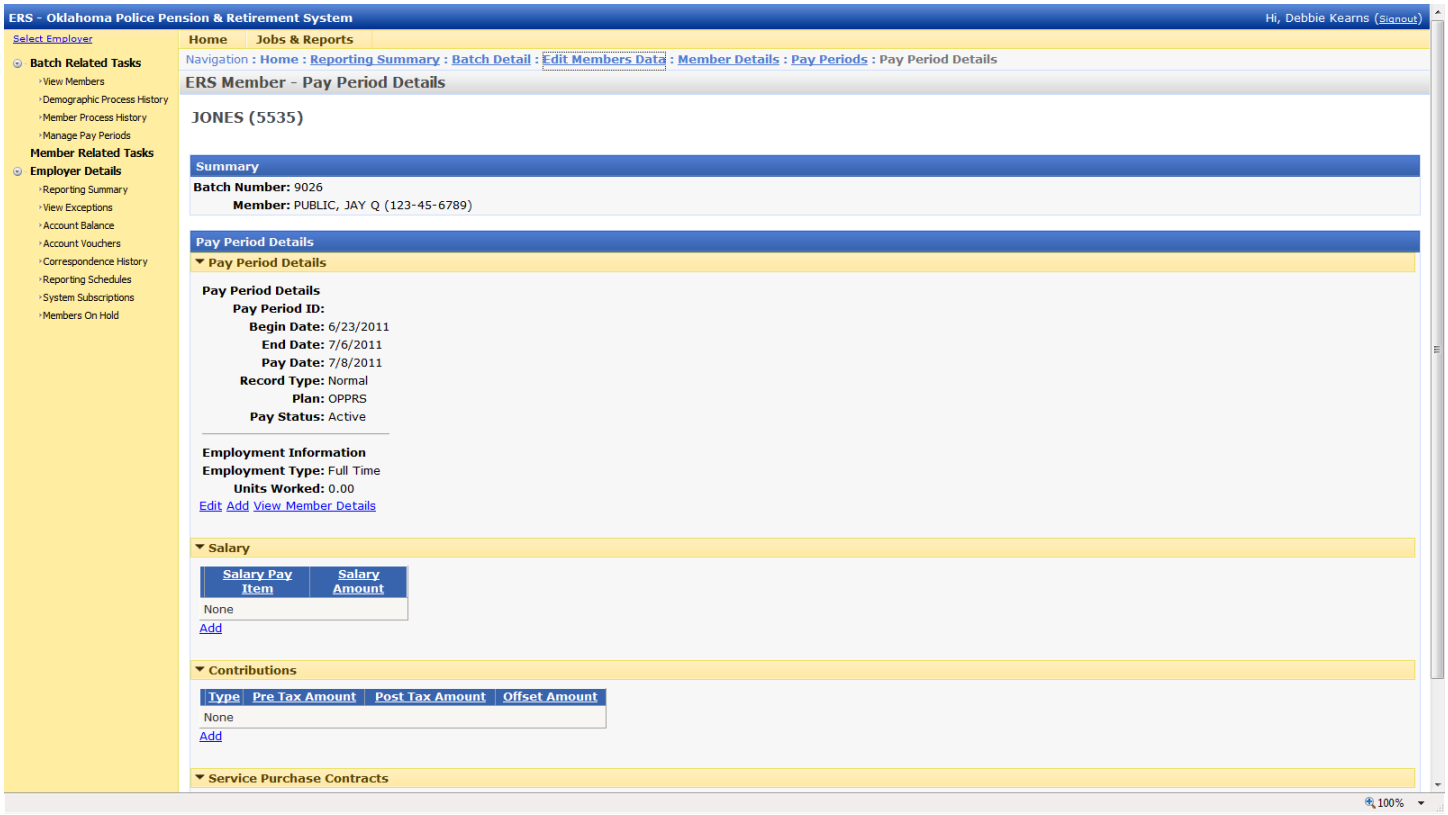
11. Enter Pay Status as Active.

12. Enter Employment Type as Full Time.

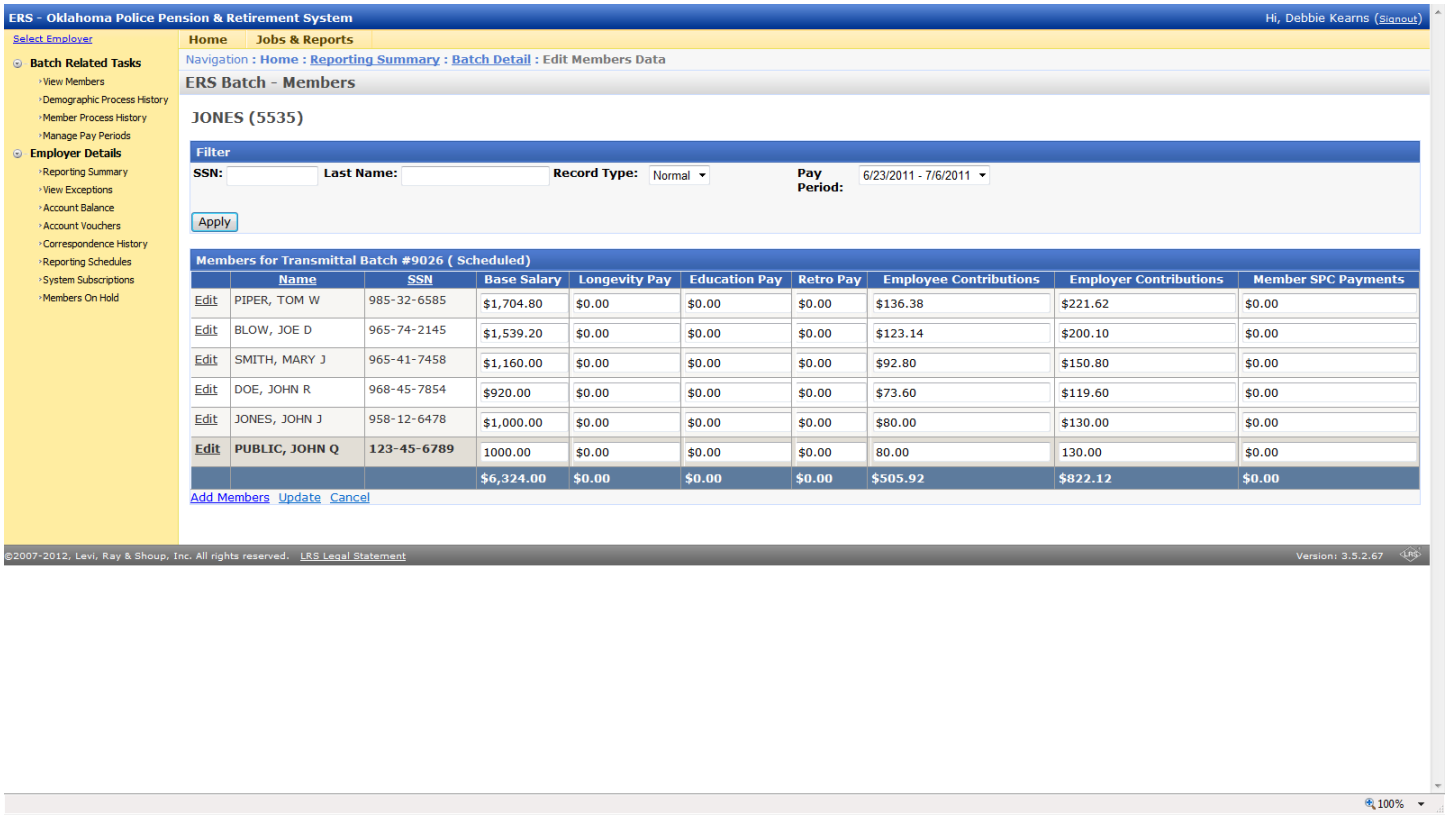
13. Leave Units Worked BLANK.

14. Click Insert.

15. At the top in the Navigation line: Click Edit Members Data.



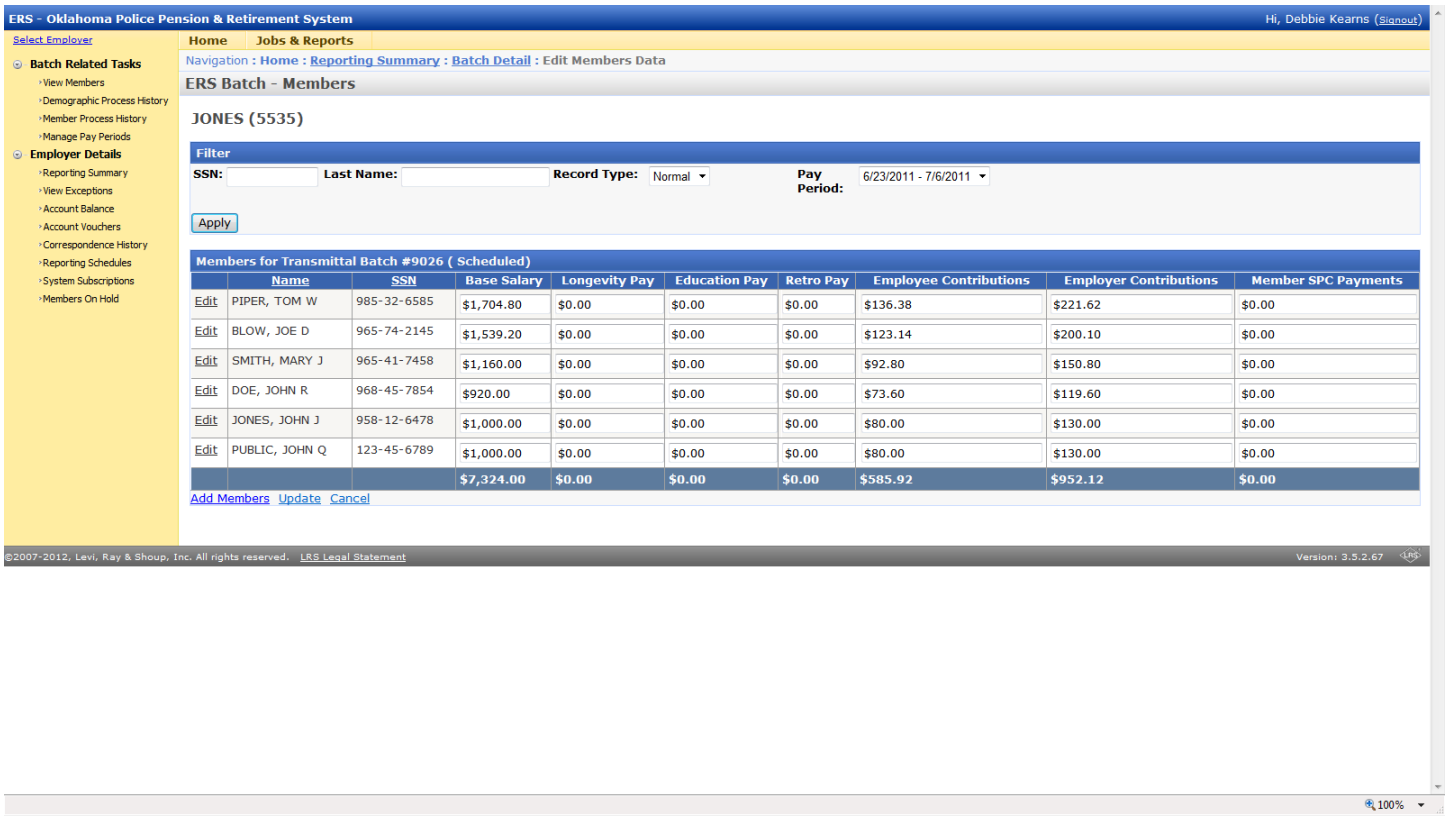
16. At the bottom of the page you should find your new member. Highlight the Salary box and continue to add his information across.



17. Click Update.
18. The new member has been added to the batch.

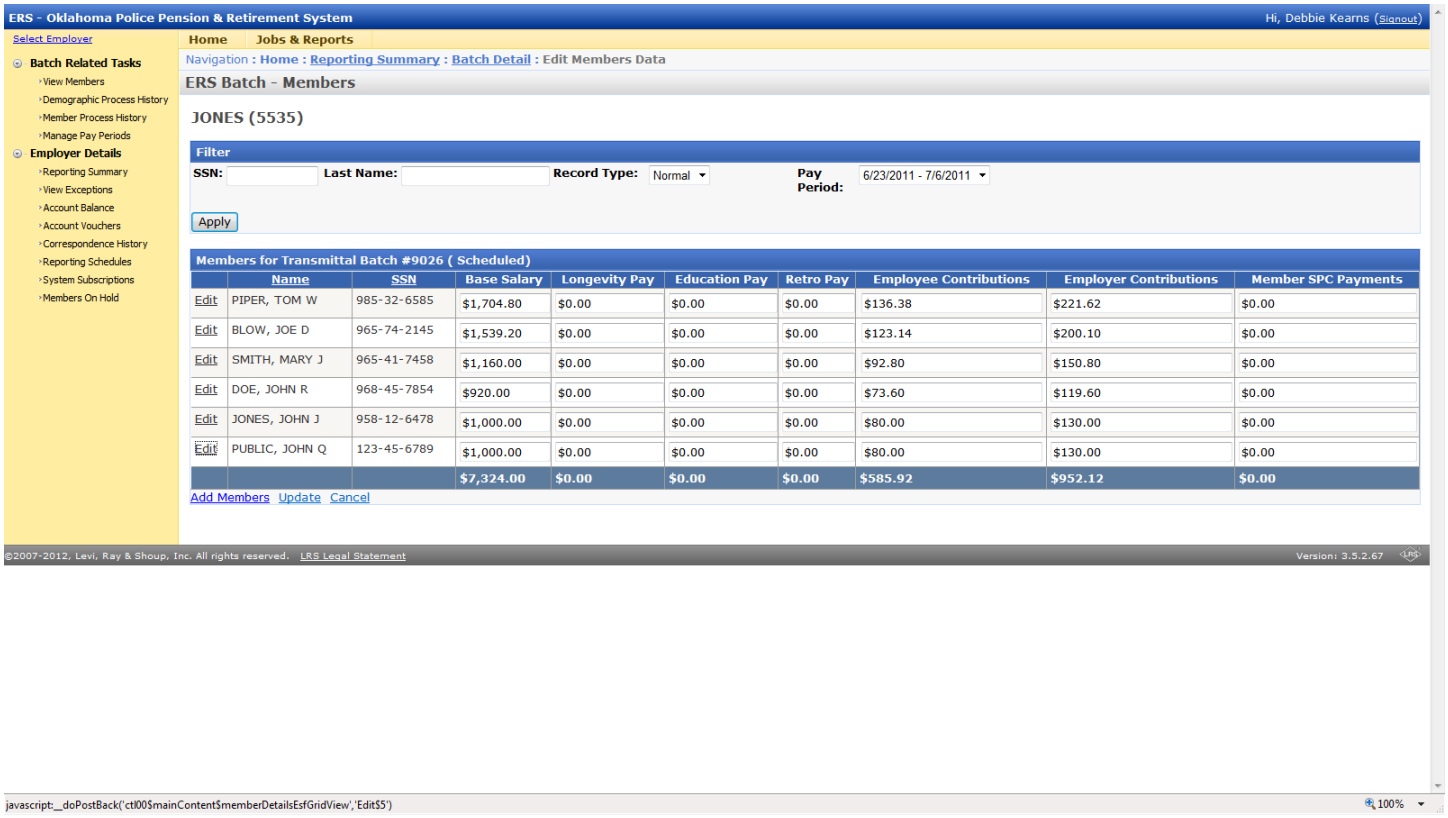
Delete a Terminated / Retired Member

1. On Reporting Summary page enter Batch Number in the Filter box and click apply.
2. Click View to the left of the Batch Number
3. Click Edit Member Pay Period Data on the Batch Detail page.

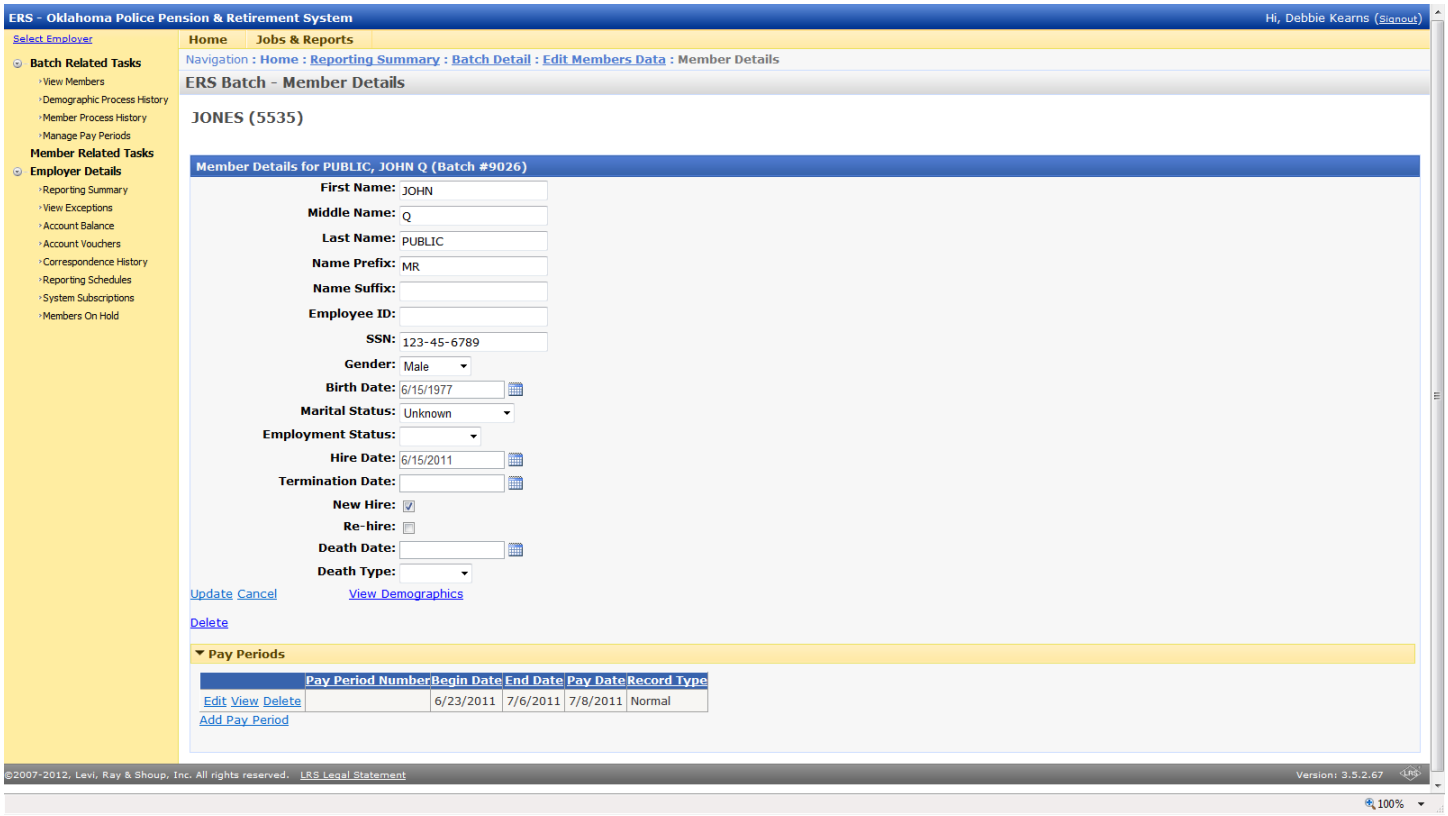


	Name	SSN	Base Salary	Longevity Pay	Education Pay	Retro Pay	Employee Contributions	Employer Contributions	Member SPC Payments
Edit	PIPER, TOM W	985-32-6585	$1,704.80	$0.00	$0.00	$0.00	$136.38	$221.62	$0.00
Edit	BLOW, JOE D	965-74-2145	$1,539.20	$0.00	$0.00	$0.00	$123.14	$200.10	$0.00
Edit	SMITH, MARY J	965-41-7458	$1,160.00	$0.00	$0.00	$0.00	$92.80	$150.80	$0.00
Edit	DOE, JOHN R	968-45-7854	$920.00	$0.00	$0.00	$0.00	$73.60	$119.60	$0.00
Edit	JONES, JOHN J	958-12-6478	$1,000.00	$0.00	$0.00	$0.00	$80.00	$130.00	$0.00
Edit	PUBLIC, JOHN Q	123-45-6789	$1,000.00	$0.00	$0.00	$0.00	$80.00	$130.00	$0.00
			$7,324.00	$0.00	$0.00	$0.00	$585.92	$952.12	$0.00

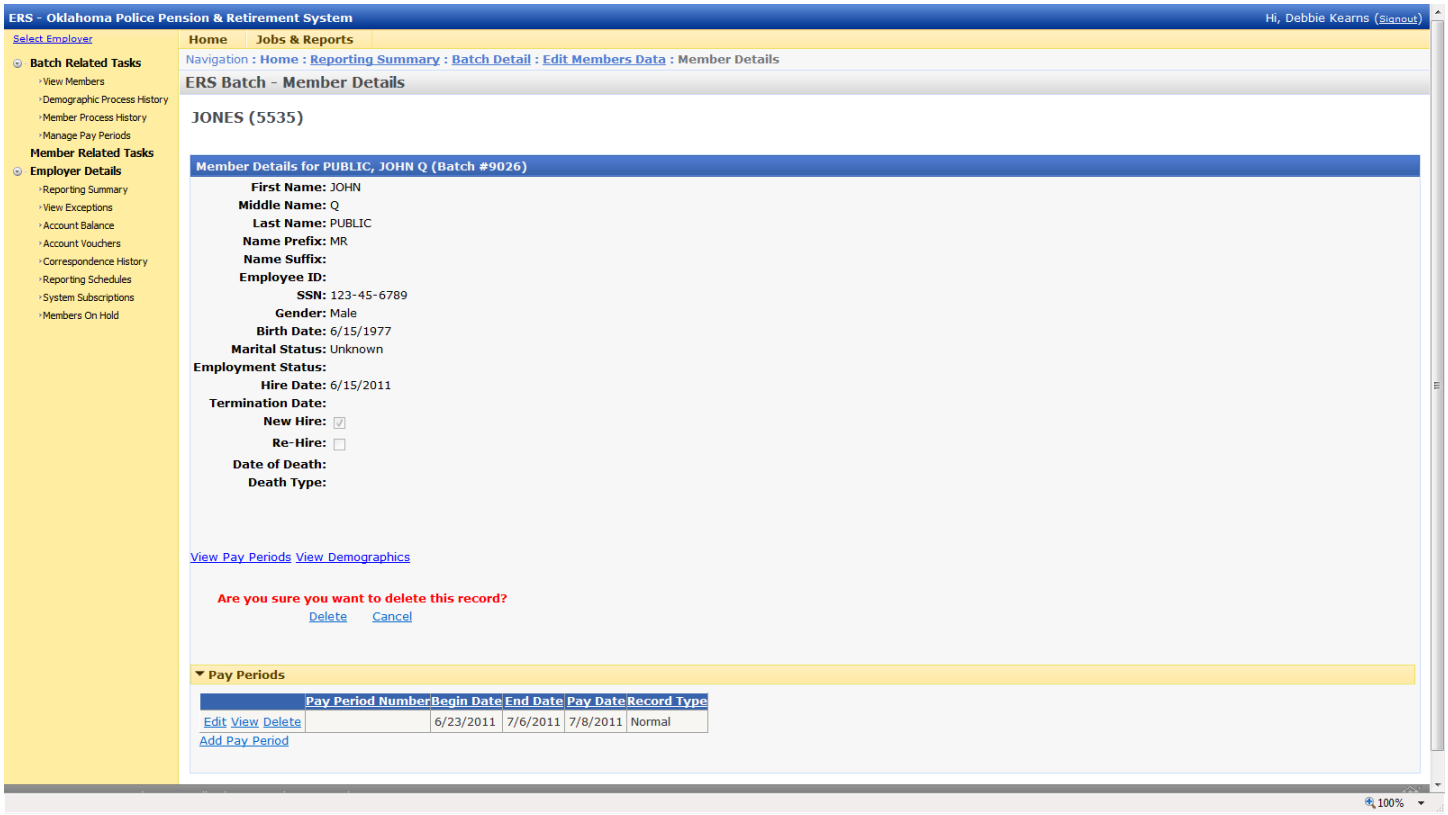
4. Click Edit on the member to be Deleted.



5. Click Delete just above the Yellow Pay Periods line.



6. You will be asked “Are you sure you want to delete this record?”. Click the Delete just below this message.



7. You will note this member will have been deleted from the batch.