

Overview of Reporting Process: Using the ERSGA Employer Desktop & Reporting to GA Breeze

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HOUSEKEEPING

- During the presentation the conference line will be placed on listen mode only
- Feel free to ask your questions during the presentation by typing in the question area
- I'll answer all questions at the end of the presentation
- Thank you



Agenda

- Welcome
- General Information
- Registration for Website
- Quick Reference Guide
- Employer Reporting Website
 - ERS employer desktop
- GaBreeze Demo



Employer Desktop and Reporting

- Employers' Responsibilities
 - Deducting, collecting and reporting employee contributions
- Monthly Reporting deadline
 - All components due on the 1st of each report month
- Three required components
 - Monthly Summary Report
 - Monthly Employee Detail File
 - Monthly Contribution Payment



Registration

- www.ers.ga.gov > Employers> Login
- Registration
 - Completed Contact Form-must be on file at ERSGA

Employer Contact Information Form

Employer contact data is required for each reporting entity. **The last 4 digits of SSN is required for the Primary and Secondary Reporting Official for Web access.** Please complete this form and fax to Walter Carter at 404 350-6305. Your prompt attention is appreciated.

Employer Name: _____ **Payroll System Provider:** _____

Employer Code ID#: _____ **Retirement Plan:** _____ **ERS** _____ **GDCP** _____ **PSERS** _____ **LRS** _____ **JRS**

Contribution Tax Status(Pre-Tax or Post Tax): _____ **Reporting Dept/Division (Acct, Payroll, HR, etc.):** _____

Payroll Frequency (weekly, bi-weekly, semi-monthly, monthly): _____ **Date this form completed:** ____ / ____ / ____

| | Employer Reporting Official (Primary) | Employer Reporting Official (Secondary) | Personnel/HR Officer | CFO/Finance Director etc.. | Key Technical Support Person |
|---|---------------------------------------|---|----------------------|----------------------------|------------------------------|
| Name: | | | | | |
| Office Address: | | | | | |
| City, State, Zip Code: | | | | | |
| Phone# and Extension: | | | | | |
| Fax#: | | | | | |
| E-mail Address: | | | | | |
| Last 4 digits of SSN Reporting Official: | | | Not Applicable | Not Applicable | Not Applicable |



Employer Reporting Reference Guide

- Navigate to Employer Page
- Forms and Information
- Step by Step Guide to creating the User ID and Password

ERSGA
Employer Online Reporting



*Quick
Reference
Guide*



Employer Reporting Website Login

Employer Login

 **EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA** Employers

Home Members Retirees **Employers** 401(k) & 457

↳ Login:

The information in this section is intended for the official use of ERSGA employers. 

To login to the Employer Desktop, please enter your User ID and Password.

In order to protect the privacy of ERSGA member records, access to this section is limited to reporting officials and other key staff designated for employer reporting.

Enter your User ID and Password:

User ID:

Password: (case sensitive)

LOGIN

[Click here for the latest Employer News!](#)

[Forgot User ID or Password?](#)

Are you new to the ERSGA Employer Desktop? Register for an account today.

REGISTER

[Click here to access employer Forms and Information](#)

Remember, your employees can't receive their benefits upon termination until their records are up-to-date and accurate. Timely and accurate reporting includes:

- Timely enrollment with pension deduction
- Timely reporting of terminations (including date and reason)
- Remit and report *no later than the 1st* of each month



Employer Reporting Website Login

- User Id and Password
 - Forgetting ID and Password
- Employer Desktop
 - Appears upon logging in
 - Links to Employer Reporting functions



Employer Desktop and Reporting

Member Statements

This option allows you to view and print your employee's online member statements.

Maintain Monthly Summary Report

This report is a summary of all total salaries, employee, and employer contributions—including adjustments and invoices. All employers must complete and submit this report by the 1st day of each month following the month in which the contributions were withheld.

Maintain ACH Details

This option allows you to maintain your ACH details, including the Account Number and Routing Number for each plan for which you contribute.

Maintain Rehired Retirees

This option allows you to maintain hours worked for rehired retirees of ERS, LRS and JRS Plans.

Forfeited Leave Certification and Payment

This option allows you to report forfeited leave hours to ERSGA when a member with sick or forfeited leave applies for retirement or dies in service.

Upload Salary Detail File

This option allows employers to upload their detail employee data files to ERSGA. Detail data files should be uploaded by the 1st of the month following the month in which the contributions were withheld.

Check Member Plan Eligibility

This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships.

Ad Hoc Termination Reporting

This option allows you to update personnel actions for non-reported members.

Profile Maintenance

This option allows you to maintain your security and contact information (ie. user id, password, name, address, phone and fax numbers, etc.).

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Forfeited Leave Certification and Payment

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Maintain Monthly Detail

This option allows employers to key in detailed payroll and demographic information on all employees. This report must be completed and submitted by the 1st day of each month following the month in which the contributions were withheld.

Check Member Plan Eligibility

This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships.

Ad Hoc Termination Reporting

This option allows you to update personnel actions for non-reported members.

Profile Maintenance

This option allows you to maintain your security and contact information (ie. user id, password, name, address, phone and fax numbers, etc.).

If you have an email address and would like to be contacted in reference to ERSGA related matters please include this in your profile information.

Employer Desktop and Reporting

Employer Desktop

- Member Statements
- Maintain Monthly Summary Report
- Maintain ACH Details
- Maintain Rehire Retiree
- Forfeited Leave Certification and Payment
- Upload Salary Detail
- Check Member Plan Eligibility
- Ad Hoc Termination Reporting
- Profile Maintenance



Employer Desktop and Reporting

Member Statements

The screenshot shows the 'Employers' section of the Employees' Retirement System of Georgia website. The header includes the state seal and the text 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA' and 'Employers'. A navigation bar contains links for 'Home', 'Members', 'Retirees', 'Employers', and '401(k) & 457'. Below the navigation bar, there are links for 'Return to Employer Desktop' and 'Logout'. The main content area is titled 'Member Statements' and contains the instruction: 'Enter social security number (no dashes) and click retrieve.' A form box contains the text 'Plan: ERS' and 'SSN:' followed by an input field and a red 'RETRIEVE' button. At the bottom left, there is a copyright notice: 'Copyright © Employees' Retirement System of Georgia 2010'.



Employer Desktop and Reporting

Maintain Monthly Summary Report

EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers 401(k) & 457

Home Members Retirees **Employers**

[Return to Summary Report List](#) [View Summary Report History](#) [Upload Employee Detail File](#) [Employer Desktop](#) [Logout](#)

Monthly Salary and Contribution Summary Report: To complete or view a report, click on the appropriate Report Month for the applicable Report Type.

To submit a report(s), click in the box under the Submit column next to the Report Type you wish to submit, and then click the Submit to ERSGA button.

If you are signed up to submit payments automatically through our ACH feature, your account will be debited.

| Submit | Type | Report Month | Net Salary | Total EECON | Total ERCON | Net Adjustment | Net Payment Due | Status | Non Reporter | ACH Status |
|--------------------------|---------|-------------------------|------------|-------------|-------------|----------------|-----------------|-------------|--------------------------|-------------------------|
| <input type="checkbox"/> | ERS-AR | 03/2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | In Progress | <input type="checkbox"/> | On File |
| <input type="checkbox"/> | ERS-GAR | 03/2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | In Progress | <input type="checkbox"/> | On File |

SUBMIT TO ERSGA

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Employer Desktop and Reporting

Maintain Monthly Summary Report

| Reports | Invoice | Adjustments | Comments |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Member Count: | | | |
| Report Type: | ERS-AR | Report Month: | 03/2015 |
| Old Plan Members: | <input type="text" value="0"/> | New Plan Members: | <input type="text" value="0"/> |
| Membership Salaries: | | | |
| Old Plan: | <input type="text" value="0.00"/> | Non Contributing 34 Yrs Svc: | <input type="text" value="0.00"/> |
| New Plan: | <input type="text" value="0.00"/> | Net Old Plan: | 0.00 |
| Employer Contributions: | | | |
| Old Plan: 17.21 % | <input type="text" value="0.00"/> | New Plan: 21.96 % | <input type="text" value="0.00"/> |
| Total Employer Contributions: | <input type="text" value="0.00"/> | | |
| Employee Contributions: | | | |
| Old Plan: 1.50 % | <input type="text" value="0.00"/> | Employer Pickup: (5.00 % -7.00) | <input type="text" value="0.00"/> |
| Total Employee Contributions: | <input type="text" value="0.00"/> | New Plan: 1.50 % | <input type="text" value="0.00"/> |
| Adjustments: | | | |
| Total Invoice Adjustments: | <input type="text" value="0.00"/> | Total Prior Period Adjustments: | <input type="text" value="0.00"/> |
| Net Adjustments: | <input type="text" value="0.00"/> | | |
| Payments: | | | |
| Net Payment Due: | <input type="text" value="0.00"/> | | |
| CALCULATE SAVE | | | |

Employer Desktop and Reporting

Maintain ACH Details

EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers

Home Members Retirees **Employers** 401(k) & 457

[Return to Employer Desktop](#)

Maintain ACH Details: Maintain ACH Details will enable ERSGA to automatically initiate ACH transfers from the employer's Bank Account to ERSGA's account. This action is taken after the Summary Report is submitted.

To sign up or modify the employer ACH account details, please click on the Plan to add or modify your ACH Account information.

Contributions ACH

| Plan | Account Number | Routing Number | Last Modified Date |
|---------------------|----------------|----------------|--------------------|
| ERS | | | 02/04/2008 |

Forfeited Leave ACH

| Plan | Account Number | Routing Number | Last Modified Date |
|---------------------|----------------|----------------|--------------------|
| ERS | | | 02/04/2008 |

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Employer Desktop and Reporting

Maintain Rehired Retirees

The screenshot displays the 'Employers' section of the Employees' Retirement System of Georgia website. The page features a dark red header with the system's logo and name. Below the header is a navigation bar with tabs for 'Home', 'Members', 'Retirees', and 'Employers'. The 'Employers' tab is selected, and the page title is 'Employers'. A blue oval highlights the 'Return to Employer Desktop' link. The main content area is titled 'Maintain Rehired Retirees' and provides a welcome message and instructions. Below this, there are several links with brief descriptions:

- Report Rehired Retiree Data**: This page will be used to enter and approve rehired retiree salary and hours worked.
- Approve Submitted Data**: Use this page to review and approve uploaded data. This page can also be used to modify or add to submitted data. (For uploaded Data Files only).
- No Rehired Retiree Data**: Use this page if you have no rehired retiree data to submit.
- Upload a File for the Current Month**: This page will be used to upload rehired retiree data files for each month. Use the Approve Submitted Data page to approve your file.
- Rehired Retiree Adjustments**: Use this page to modify or add previously reported data.
- View Yearly Summary**: Use this page to review Current/Prior Calendar Year rehired retirees' earnings and hours worked.
- Logout**: This option allows you to log out of secure ERSGA Site.



Employer Desktop and Reporting

Forfeited Leave Certification and Payment

The screenshot displays the 'Employers' section of the Employees' Retirement System of Georgia website. The header includes the state seal and the text 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA' and 'Employers Employers'. A navigation bar shows 'Home', 'Members', 'Retirees', and 'Employers' (which is highlighted), with a count of '401(k) & 457'. Below the navigation bar are links for 'Return to Employer Desktop' and 'Logout'. The main content area features three sections: 'Preliminary Certifications', 'Final Certifications', and 'Invoices/Receipts', each with a brief description and a right-pointing arrow icon. The footer contains the copyright notice: 'Copyright © Employees' Retirement System of Georgia 2010'.

EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers Employers

Home Members Retirees **Employers** 401(k) & 457

[Return to Employer Desktop](#)

[Logout](#)

Preliminary Certifications

Click this link to see the list of your employees for whom we have requested Preliminary Forfeited Leave Certifications. Employers may submit multiple preliminary certifications.

Final Certifications

Click this link to see the list of your employees for whom we have requested Final Forfeited Leave Certifications.

Invoices/Receipts

Click this link to view all outstanding and paid invoices.

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Employer Desktop and Reporting

Upload Salary and Detail File

EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers 401(k) & 457

Home Members Retirees **Employers**

Maintain Summary Report
 Upload Employee Detail File
 Maintain Profile
 Employer Desktop
 Logout

Employer Salary Files: Review files that have previously been uploaded. To upload a new file, click the Upload a New File button. Received files may later be rejected if there are errors in the header, detail or footer.

UPLOAD A NEW FILE

| Provider | Report Month | File Name | Received Date | Status | Last Name | Comments |
|----------|--------------|-------------------------------------|-----------------------|----------|-----------|---|
| | 2/2015 | 201502128-001_20150302164253.ERSGA | 3/2/2015 4:42:52 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 1/2015 | 201501128-001_20150203134021.ERSGA | 2/3/2015 1:40:05 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 12/2014 | 201412128-001_20150105172225.ERSGA | 1/5/2015 5:22:28 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 11/2014 | 201411128-001_201412101093820.ERSGA | 12/1/2014 9:38:15 AM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 10/2014 | 201410128-001_201411104123251.ERSGA | 11/4/2014 12:32:52 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 9/2014 | 201409128-001_20141001163716.ERSGA | 10/1/2014 4:37:25 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 8/2014 | 201408128-001_20140903083856.ERSGA | 9/3/2014 8:38:59 AM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 7/2014 | 201407128-001_20140806123607.ERSGA | 8/6/2014 12:36:07 PM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 6/2014 | 201406128-001_20140626094042.ERSGA | 6/26/2014 9:40:39 AM | Received | | Uploaded file was Accepted and Processed Successfully |
| | 5/2014 | 201405128- | 6/3/2014 7:57:59 AM | Received | | Uploaded file |

LRS ERSGA PSR GMPF GDCP PSERS

Employer Desktop and Reporting

Check Member Plan Eligibility

The screenshot shows the 'Employers' section of the Employees' Retirement System of Georgia website. The header includes the state seal and the text 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA' and 'Employers Employers'. A navigation bar contains 'Home', 'Members', 'Retirees', 'Employers', and '401(k) & 457'. Below the navigation bar are links for 'Return to Monthly Detail Employee List' and 'Employer Desktop'. The main content area features a blue box with the text 'Check Member Plan Eligibility: To determine plan eligibility status, click radio button for appropriate Plan ERS or PRS. Enter employee social security number (without dashes) then click retrieve.' Below this is a yellow box containing a form with a 'Plan:' radio button set to 'ERS', an 'SSN:' input field, and labels for 'Current Contribution Group:', 'Membership Status:', and 'Plan Eligibility:'. A red 'RETRIEVE' button is located at the bottom right of the yellow box.



Employer Desktop and Reporting

Ad Hoc Termination Reporting

The screenshot displays the 'Employers' section of the Employees' Retirement System of Georgia portal. The header includes the state seal and the text 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA' and 'Employers'. A navigation bar contains links for 'Home', 'Members', 'Retirees', and 'Employers' (which is highlighted). To the right of the navigation bar, it shows '401(k) & 457' and 'PLAN: ERS'. Below the navigation bar, there are two links: 'Return to Employer Desktop' and 'Logout'. A table with two columns, 'Employer Plan Code' and 'Last Reported Date', is displayed. The table contains one row with the values 'ERS' and '02/2015'. At the bottom left, there is a copyright notice: 'Copyright © Employees' Retirement System of Georgia 2010'.

| Employer Plan Code | Last Reported Date |
|--------------------|--------------------|
| ERS | 02/2015 |



Employer Desktop and Reporting

Profile Maintenance

The screenshot shows the 'Employers' section of the Employees' Retirement System of Georgia website. The navigation bar includes 'Home', 'Members', 'Retirees', and 'Employers' (which is selected). The user is identified as '401(k) & 457'. The page title is 'Update Profile - Security'. A blue box highlights the 'Return to Employer Desktop' link. The main content area contains instructions for updating security information and a form with the following fields:

- User ID:** ersgauser_128-00
- * Password:** [Empty text box]
- * Re-enter Password:** [Empty text box]
- Secret Question:** What is your favorite color? (Dropdown menu)
- * Secret Answer:** Magenta

A red 'SAVE' button is located at the bottom of the form. A yellow highlight is present over the User ID field and the Password field.



GaBreeze Demo

Resources

- Quick Reference Guide
- Employer Manual
- GaBreeze Website
- Pension Reporting Analyst Contact List



Analyst Contact List

| Employer Category | Plan | Primary Staff Contact | Phone Number | Email |
|---|----------------|-----------------------|--------------|--|
| (Statewides) 400's | ERS | *See footnote | | |
| (DFACS) 127's Region 3, 4, 5, 10, 12, 13, 14 | ERS | Padmaja Rao | 404.603.5656 | padmaja.rao@ers.qa.gov |
| (DFACS) 127's Region 1, 2, 6, 7, 8, 9, 11,15 | ERS | Rolande Champagne | 404.603.5692 | rolande.champagne@ers.qa.gov |
| (Health Depts) 128's | ERS | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (CSB's) 300's | ERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| (Tax Offices) 75's | ERS | James Larkin | 404.603.5658 | james.larkin@ers.qa.gov |
| (State Courts) 51's | ERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| (Technical Schools) 800's | ERS | James Larkin | 404.603.5658 | james.larkin@ers.qa.gov |
| (SW Authorities) 900's | ERS | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| (Colleges and Universities) 500's | ERS | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (Public and Charter Schools) 6000 & 9000 | ERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| (Public and Charter Schools) 7000 | ERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| (Mental Health) 129's | ERS | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| All Other Non Statewide Employers not listed above | ERS | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| (Statewides) 400's | GDCP | *See footnote | | |
| (DFACS) 127's Region 3, 4, 5, 10, 12, 13, 14 | GDCP | Padmaja Rao | 404.603.5656 | padmaja.rao@ers.qa.gov |
| (DFACS) 127's Region 1, 2, 6, 7, 8, 9, 11,15 | GDCP | Rolande Champagne | 404.603.5692 | rolande.champagne@ers.qa.gov |
| (Health Depts) 128's | GDCP | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (Technical Schools) 800's | GDCP | James Larkin | 404.603.5658 | james.larkin@ers.qa.gov |
| (SW Authorities) 900's | GDCP | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (Colleges and Universities) 500's | GDCP | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (Mental Health) 129's | GDCP | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| All Other Non Statewide Employers not listed above | GDCP | Perry Jefferson | 404.603.5684 | perry.jefferson@ers.qa.gov |
| (Public and Charter Schools) 6000 & 9000 | PSERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| (Public and Charter Schools) 7000 | PSERS | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| 50's (Board of Commissioners) | JRS | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| 418, 436, 442, 444 | JRS | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| *(Statewides) 400's listed by employer code | | | | |
| 405, 465, 484,489 | ERS & GDCP | Lorraine Buster | 404.603.5689 | lorraine.buster@ers.qa.gov |
| 418, 419,432, 436, 438, 440, 442, 444, 461, 462, 466, 474,414,415,422 | ERS,GDCP & LRS | Padmaja Rao | 404.603.5656 | padmaja.rao@ers.qa.gov |
| 420, 428, 429, 430, 467, 469, 470, 475, 476, 480,402,403,404,406,407,408,409,410,411, 427,471,478,488,490 | ERS & GDCP | Rolande Champagne | 404.603.5692 | rolande.champagne@ers.qa.gov |
| 441 | ERS & GDCP | Martha Anderson | 404.603.5682 | martha.anderson@ers.qa.gov |
| | ERS&GDCP | James Larkin | 404.603.5658 | james.larkin@ers.qa.gov |

Questions

