

# ERSGA

## Employer Online Reporting



***Quick  
Reference  
Guide***

EMPLOYEES' RETIREMENT  
SYSTEM OF GEORGIA

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# ***Employer Reporting Registration*** *(each employer must register for Online Reporting)*

## **To log in for the first time:**

- Navigate to [www.ers.ga.gov](http://www.ers.ga.gov).
- Select 'Log in to Employer Reporting' from the Employers tab.
- From the Login page, click the 'Register' button.

## **Employer Registration pages:**

- Enter Employer Code.
- Click 'Next'.
- Select Plan(s) – check box for all Plans currently reported by employer. (Note: Selecting the Plan is not required for Tax Offices, Boards of Commissioners, and State Courts.)
- Click 'Next'.
- Enter Total Net Payment Due – payment reported on last two Summary Reports submitted. (If you report multiple plans, use the ERS-AR Summary Report Net Payment Due).
- Click 'Next'.

## **Registration Security Credential page:**

- Enter last 4 digits of SSN (a new contact form must be on file with ERSGA)
- Create User ID – must be between 6 and 20 characters long and may use a combination of numbers, letters, and the following sets of special characters: hyphen, underscore, period, and the @ symbol.  
Create password – must be between 8 and 20 characters and include a combination of 3 of the following sets of characters: uppercase letters, lowercase letters, numbers, or special characters.
- Re-enter password.
- Select Secret Question.
- Enter answer to Secret Question.
- Click 'Next'.

## **Employer Registration Contact page:**

- Review Contact Information (Reporting Official – name, address, telephone number, fax number, email address, city, state, and zip code) and update if necessary.
- Click 'Next'.



## **Registration Confirmation page:**

- Congratulations! You have successfully completed registration.
- Click 'Login'.
- Enter User ID and password. If you forgot your User ID or password, click on the appropriate button below the login box and enter requested security information to obtain your User ID or to create a new password (your account will be locked after five unsuccessful login attempts).

## **Login for Registered Employers:**

- Navigate to [www.ers.ga.gov](http://www.ers.ga.gov).
- Select 'Log in to Employer Reporting' from the Employers tab.
- Enter User ID and password. If you forgot your User ID or password, click on the appropriate button below the login box and enter requested security information to obtain your User ID or to create a new password (your account will be locked after five unsuccessful login attempts).
- Click 'Login' button – Employer Desktop Welcome page displays.

## Maintain Bank (ACH) Info

The Maintain ACH Details page will be used by employers to set up ACH for each plan reported. Employers will provide the routing and bank account number for the account to be debited. After submitting your summary report, ERSGA will debit your account for the net payment due within 2 to 3 business days.

- From the Employer Desktop, click 'Maintain ACH Details'.
- Click on the Plan to add or modify your ACH account information.
- Enter account number and reenter account number.
- Enter routing number.
- Click 'Save' – receive Success message.

# ACH

## Maintain Monthly Detail

***This selection is only available to non-statewide agencies which manually create and submit their monthly employee detail.***

The Maintain Monthly Detail page will be used by employers each month to enter employee salary and contribution for submission to ERSGA, update employee information, or terminate or create a new member. There are 5 tabs on this page. The Demographics tab is used to update or make changes to employee demographic data. The Details tab is used to change the employee contribution group, job classification, payment reason, payroll frequency, and plan eligibility date. The Salary and Contribution tab is used to report monthly salary and contribution data for eligible employees. The Comments tab is used to submit comments which will be useful to ERSGA in balancing the agency/employee account. The Summary tab is a read-only overview of the information contained on all the tabs.

### To access the Maintain Monthly Detail page:

- Select 'Maintain Monthly Detail' from the Employer Desktop.
- Click on the bolded report month for which you are submitting information.
- Select the last 4 digits of an employee's SSN to access employee records.

### Salary and Contributions tab:

- Enter monthly pensionable salary and % time worked.
- Click 'calculate and save' (use the 'previous' and 'next' buttons to move through the list of employees).
- See instructions on page 4 to create a new member.

### Demographics Tab

- Update or correct employee name, address, gender, or date of birth.
- Click 'Save'.

### Details tab:

- Update or correct employee contribution group, job classification, payment reason, payroll frequency, termination date and reason, or plan eligibility date.
- Click 'Save'.
- See instructions on page 4 for terminating a member.

### Comments tab:

Enter comments/information which will be useful to ERSGA in balancing your agency/employee accounts.



## Summary tab:

- Click tab to review summary of employee data.
- Review this tab to verify employee detail data to be submitted to ERSGA.

## Creating a new member:

- Select 'Create New Member' from Maintain Monthly Detail list.
- Enter data in all required fields on the Demographics, Details, and Salary & Contribution tabs (salary and contributions will be updated for the current month).
- Click 'save' after completing each tab before moving to the next tab.
- Submit comments as necessary.
- Review Summary tab for accuracy.

## Terminating a member:

- Select member to terminate from Monthly Detail Summary list by clicking the last 4 digits of their SSN.
- Click on Details tab to enter a termination date and reason
- Click on Salaries and Contributions tab to enter zeroes for salary and % time (click 'calculate and save').
- Submit comments as necessary.
- Review Summary tab for accuracy.

## Submitting the Monthly Detail File to ERSGA

- When data has been entered and saved, click 'Return to Monthly Detail' list.
- Select the 'Maintain Monthly Summary Report' link to enter your summary data (see instructions below).
- Return to Maintain Monthly Detail to verify summary and detail totals.
- If totals agree, return to Monthly Summary and click the 'submit' box.
- Click the 'Submit to ERSGA' button.
- Submit Monthly Detail from the Maintain Monthly Detail page.

## *Maintain Monthly Summary Report*

The Maintain Monthly Summary Report page will be used by employers to submit total monthly salaries and contributions online. There are four tabs: Reports, Invoice, Adjustments, and Comments. The Reports tab is used to enter the monthly salary and contribution information. This replaces your paper monthly summary report. Once you have submitted your summary report to ERSGA, you will not be allowed to change and data. The Invoice tab s used to apply any outstanding invoices. The Adjustments tab is used to submit salary and contribution corrections to an employee's account for prior reporting months. This replaces your paper 2A/3A. Employers who submit adjustments with their detail file data will not be able to enter adjustments on the adjustments tab. To print a copy of the Summary Report submitted, navigate to 'View Summary Report History'. Click on the desired report month and print.

## Reports tab:

- Enter the member count and reportable salaries (PSERS members only enter member count).
- Click the 'Calculate' button.
- To ensure all the data entry changes are stored, you must click 'Save'.

**JRS Reporters:** Please use the membership application and spousal election forms on file to confirm the contribution grouping of the members you report. It is very important that the member salaries are entered in the appropriate field.

**PSERS Reporters:** Please note that the member count should only include members for which a \$4.00 deduction was taken for the current reporting month.

## Invoice tab:

- Select the invoice and click the 'Allocate' button.
- To view your invoice online, click on the invoice number.

## Adjustments tab:

- If the member for which you are making a correction has been enrolled, entering the SSN, the Report Month range, and clicking 'Retrieve' will cause the data submitted for that time period to populate. Enter corrected salary and % time (only if applicable) and save.
- Before entering an adjustment for the next member, click the 'Reset' button.
- If the member for which you are making an adjustment has not yet been enrolled, you must enter the SSN, name, contribution group, date of birth, gender, and appropriate payment reason before saving the adjustment.
- Click on 'View in Printable Form' to view the list of adjustments entered and the grand total for all adjustments entered. Print a copy for your records.

## Submitting the report to ERSGA

### Manual Detail employers

When data has been entered and saved on the appropriate tabs, click the 'Employer Desktop' link and select 'Maintain Monthly Detail' to compare summary and detail totals (see instructions under *Submitting the Monthly Detail File to ERSGA* on page 4).

### All other employers

When data has been entered and saved on the appropriate tabs, click the 'Return to Summary Report List' link to submit the report. To submit a report, click the Submit box, then click the 'Submit to ERSGA' button.

- Ensure data entered on the Reports tab reflects the salary and contributions for current reporting month.
- Before attempting to submit your summary report, enter all adjustments.
- Allocate all outstanding invoices.
- Invoice and adjustment amounts on the Reports tab must match the adjustment total entered on the Adjustments page and the invoice total allocated.

## Upload Salary Detail File

Upload Salary Detail File will be used by employers who currently upload detail files each month. On the Employer Salary Files page, as list containing the files previously uploaded will be displayed (this is a read-only status page).

- From the Employer Desktop, select 'Upload Salary Detail File'.
- From the Employer Salary Files page, select 'Upload a New File'.
- Enter the month and year for which you are submitting detail.
- Click the 'Browse' button to locate and select the file to upload.
- Click the 'Upload' button to submit the file. You will receive either an 'upload is successful' message or an error message. If an error message appears, confirm your file naming convention and employer code.
- The day after uploading the file, return to the Employer Salary Files page to check the status of the file; it will either be approved or rejected.
- If the file has been rejected, make sure the file layout is in the correct format and that all fields have the appropriate information, and resubmit the file.

## ***Maintain Rehired Retirees***

The Maintain Rehired Retirees Web Module will be used by employers each month to submit salaries and hours worked for rehired retirees of ERS, LRS and JRS Plans to ERSGA. The Rehired Retiree Desktop has the following selections: Report Rehired Retiree Data, Upload a File for the Current Month, Approve Submitted Data, Rehired Retiree Adjustments, No Rehired Retiree Data, View Yearly Summary and Logout.

### **To access the Maintain Monthly Detail page:**

From Employer Desktop, click 'Maintain Rehired Retirees'.

### **Report Rehired Retiree Data**

Use this page to enter and approve rehired retiree salary and hours worked. To access:

- Select 'Report Rehired Retiree Data'.
- Enter Report Month, click 'Retrieve'.

To add new Retiree data:

- Click 'Add New Report'.
- Enter data in all required fields.
- Click 'Save'.

OR to validate or approve information submitted for the month:

- Click 'Approve'.

Employers will need to click 'Ok' in the validation box each time the approve button is clicked indicating verification of the submitted data.

### **Upload a File for the Current Month**

Use this page to upload rehired retiree data files each month. To access:

- Select 'Upload a File for the Current Month'.
- Click 'Upload a New File'.
- Click 'Browse' to select a file to upload.
- Select the file
- Click 'Open'.
- Click 'Upload'.

You should receive a message: 'File has been Uploaded Successfully and received for nightly batch processing'. If you do not receive this message or you receive an error, please contact ERS for assistance.

- Use the 'Approve Submitted Data' page to approve your file.

### **Approve Submitted Data**

Use this page to review and approve uploaded data. Employers that have a file provider (SAO or SMI) will use this page each month. This page can also be used to modify or add to submitted data. To access:

- Select 'Approve Submitted Data'.
- Click 'Report Month' to view your submitted data.

If after review of data, it is ready for approval:

- Check 'Submit for Reporting Month' being approved.
- Click 'Approve'.

If after review of data, a new rehired retiree needs to be added:

- Click 'Add New'.
- Enter data in all required fields.
- Click 'Save'.
- Review added rehired retiree information.
- Click 'Approve' if correct.

### **Rehired Retiree Adjustments**

Use this page to modify or add previously reported data. To access:

- Select 'Rehired Retiree Adjustments'.
- Enter report month (MM/YYYY), click 'Retrieve'.
- Check on SSN for the Rehired Retiree needing correction.
- Enter field/fields which are being corrected.
- Click 'Save'.

### **No Rehired Retiree Data**

Use this page if you have no rehired retiree data to submit. To access:

- Select 'No Rehired Retiree Data'.
- Enter report month (MM/YYYY).
- Click 'No Data to Report'.

### **View Yearly Summary**

Use this page to review Current/Prior Calendar Year rehired retirees' earnings and hours worked. To access:

- Select 'View Yearly Summary'.
- Enter calendar year (YYYY), click 'Retrieve'.

### **Logout**


This option allows you to log out of the secure ERSGA Site. To access:

- Select 'Logout'.





## *Helpful Hints*

- Fields with an asterisk (\*) are required. You may not proceed to the next tab without entering data in a field with an asterisk.
- If the page has a 'Save' button, you must click on it before moving to the next tab or you will lose any data just entered.
- You must click the 'calculate' button to execute computations of newly entered data. Always be certain to click the 'Save' button before moving to the next tab.
- Please do not attempt to do an adjustment for the current report month.
- Every page on the site has a 'Help' icon . Click on this icon to review detailed instructions and/or explanations of all fields on the page.
- Use the left sidebar menu to navigate to other pages on the Employer Desktop on the site.
- Please be aware of the correct report month when uploading a file.

