

Descriptive Transcript for *Maintaining Member Records*

Descriptive transcript for *Maintaining Member Records* is below.

Audio	Visual
<p>Greetings. My name is Desi. I'm an Outreach and Education Specialist at PERA, and I'll be walking through our program, <i>Maintaining Member Records</i>.</p> <p>As a PERA covered employer, you are responsible for maintaining records on your employees, which is done through ERIS, the Employer Reporting and Information System. And so this brand-new program will cover how to properly maintain your employees' records from enrollment all the way to termination.</p> <p>Now, before we start, I do want to mention that if you are unfamiliar with ERIS, you may want to check out our <i>Understanding ERIS</i> program, as you will need to be able to navigate the system in order to complete these duties.</p>	<p>Welcome slide with a header that says "Maintaining Member Records", and a note saying "PERA prohibits recording and distribution of this presentation".</p>
<p>Here's today's agenda.</p> <p>We're going to welcome you to PERA and tell you a little bit about ourselves. And then we're going to jump right in, starting with learning how to enroll members into ERIS.</p> <p>We will discuss what kind of information needs to be kept up to date for each member. And we will walk you through how to implement those updates.</p> <p>Then we will discuss periodic reports that employers have to complete in order to verify and maintain member data.</p>	

Audio	Visual
<p>Some of you may be brand-new to administering a pension, so let's start with, what is a pension?</p> <p>A pension—also known as a defined benefit plan—is a retirement plan that members pay into while working that provides them with a future monthly lifetime income. So members cannot outlive their PERA benefit.</p> <p>When they retire and begin drawing a pension, they will receive a payment from PERA every month for the rest of their life.</p>	
<p>We administer three pension plans at PERA: the Coordinated Plan, Police & Fire Plan, and the Correctional Plan.</p> <p>Once your employee gains membership in a plan, a percentage of each paycheck is deducted, and these deductions are their member contributions. You—the employer—will also contribute a percentage of each paycheck, and the employer and employee contributions are pooled together and invested by the Minnesota State Board of Investment.</p> <p>Now, the percentage that the employee and the employer contribute differs depending on which plan, which you can see listed here. These rates, they are set by statute, and they are subject to legislative change.</p> <p>These deductions are of gross, pre-tax income, so they're tax-deferred, which means no taxes on contributions now, but once the member begins drawing the benefit, both state and federal income tax will be owed.</p> <p>Additionally, it's important to keep in mind that the member's monthly pension payment is not based on how much is contributed, nor how well the investments perform. So your</p>	<p>A chart lists the three PERA pension plans alongside their contribution rates; 6.5% for employees and 7.5% for employers for Coordinated, 11.8% for employees and 17.7% for employers for Police and Fire, and 5.83% for employees and 8.75% for employers for Correctional.</p>

Audio	Visual
<p>next question may be, well, how is that amount determined?</p>	
<p>PERA's pensions are calculated on a formula that takes to account these three factors: the member's average monthly salary, years of service, and age when they begin drawing the pension. And this is information that's provided by you, the employer.</p> <p>We update member accounts and we calculate pensions based on what you report for the member's salary, contribution coverage dates, service credits earned, and their age at retirement.</p> <p>It's very important that this information is reported accurately—and on time—because we rely on it to calculate the member's retirement payments.</p>	
<p>And of course, before you can report any information on your employee, you will need to enroll them first. So in this first section we will walk through the process of enrolling members from start to finish.</p> <p>And just a disclaimer, but all the data that you will see today is mocked up for training purposes.</p>	
<p>There are two ways that you can enroll a member. The first way is by manually updating them through ERIS. This is the most common method, and the method that PERA recommends.</p> <p>The second way is by uploading a demographic record. And a demographic record is a file that some employers use to enroll new employees or to update a current employee's account due to changes to employment or personal data. This method is typically done by larger employers so they don't have to manually update each person.</p>	

Audio	Visual
<p>And something to be aware of; this file must be properly formatted. If there's even one thing wrong with the demographic record, our system will reject it. And you can find instructions on how to properly format this record in Chapter nine of the Employer Manual.</p>	
<p>So now, we are going to walk you through how to enroll employees through ERIS, and we will start at the ERIS homepage. For today's example, we are enrolling our employee, Barb, into the Coordinated Plan.</p>	<p>The ERIS home page is displayed. A menu on the left lists various options, including "Member Account", a search module, "Enroll Member", and "Pending Reports".</p>
<p>To begin, we will select "New Enrollment" from the left-hand menu.</p>	<p>Under "Enroll Member" is the "New Enrollment" option, which is circled.</p>
<p>That will bring us here, and the first thing we need to do is select Barb's plan from the drop-down menu here.</p>	<p>The "New Enrollment" page appears. This page requests the member's plan name from a drop-down menu, and has two blanks to enter their Social Security number. The drop-down menu is selected.</p>
<p>And you're going to see different plan options here, depending on what plans you have at your unit.</p>	<p>The drop-down menu lists options such as Coordinated, Correctional, DCP Elected Officials, Exempt, and Police and Fire.</p>
<p>For today's example, we're going to say Barb's in the Coordinated Plan, so we're choosing that.</p>	<p>Coordinated is chosen from the drop-down menu.</p>
<p>And then after selecting the plan, we will enter her Social Security number twice. And something to keep in mind of, when you're entering a Social Security number, you need to make sure that you enter your employee's correct, accurate Social Security number. Do not enter a placeholder there. Also, do not use any dashes. You will just enter the nine digits, like how you see on this page here.</p>	<p>Nine digits are entered in both blanks.</p>
<p>Once we have all the information in, we'll hit that blue submit button. And this screen will pop up.</p> <p>And here we're gonna enter in Barb's personal data. And if you take a look, that some of the information here is bold, that means it's required. So any bold information</p>	<p>A screen appears with several types of personal information requested. First and last name, date of birth, and address are in bold.</p>

Audio	Visual
<p>here, you do have to enter. So, we will enter Barb's first and last name, her date of birth, and her street address.</p>	
<p>Then we're going to scroll down, and we'll see Barb's employment data.</p>	<p>The page scrolls to show several types of employment information requested. Hire date and position title is in bold. Other information requested includes the member's position classification, eligibility date, and exclusion code.</p>
<p>Here is where you're going to enter the hire date and the eligibility date.</p>	<p>Hire date and eligibility date are highlighted.</p>
<p>For many employees, this will be the same date. And in that case, you only need to enter the hire date. However, if the employee you're enrolling had been excluded from PERA up to this point, be sure to enter both the hire date and the eligibility date as they will be different dates.</p> <p>You will also need to enter the exclusion code that prevented the employee from PERA membership in the past.</p>	
<p>So for Barb, let's say that she was hired December 3, 2023, but she didn't become eligible until the following year in February when her monthly salary finally exceeded the \$425 threshold.</p>	<p>A hire date of December 3, 2023 is entered, and an eligibility date of February 3, 2024 is entered.</p>
<p>And so, we will also need to select the exclusion code that prevented Barb from eligibility. Which would be code 301, which is for the monthly threshold.</p>	<p>Exclusion code 301 is selected from the drop-down menu.</p>
<p>Once everything is filled out, we'll hit that blue submit button and Barb will be enrolled.</p>	
<p>Now, there are additional forms that are needed for certain employees when enrolling them through ERIS. The first one is the part-time Police & Fire resolutions. If a part-time Police & Fire employee's position meets certain requirements that are set out in statute, then the employer may enroll them into the Police & Fire Plan. However, a copy of the governing body's resolution also needs</p>	

Audio	Visual
<p>to be filed with PERA as soon as possible after enrolling the employee into the Police & Fire Plan, and this is needed even if the unit has a blanket resolution covering all part-time Police & Fire employees.</p>	
<p>Next, we have the DCP election forms. Employees who work in positions that are eligible for PERA's defined contribution plan will use this form to elect to participate. The form must be signed by the employee within 30 days of their first day of work, and PERA must receive the completed form within 60 days of their first day of work. So if you're enrolling someone into the DC Plan, be sure to submit this signed and completed form to PERA as soon as possible.</p>	
<p>And then we have the Correctional Plan certification, which is a form used to certify an employee's position as eligible for PERA's Correctional Plan. This can be done by completing a paper form, or through ERIS using an online form.</p> <p>And so now we're going to show you how to complete it using ERIS.</p>	
<p>Again, we're going to start at the ERIS homepage. And for today's example, we need to complete the Correctional Plan certification for our employee, Joey.</p>	<p>The ERIS home page appears.</p>
<p>Our first step will be to pull up Joey's account. In order to pull up an employee's account, we will need to select <i>Employee</i> from under the "Search" module.</p>	<p>Under the search module, <i>Employee</i> is circled.</p>
<p>That will bring up this page where we can search for employees using various criteria, such as their Social Security number, their name, plan type, etc.</p>	<p>The search module appears with various search criteria.</p>
<p>So we're going to search for Joey by entering his first and last name, and we'll hit that blue search button.</p>	<p>Joey is entered under "First Name"; Johnson is entered under "Last Name".</p>
<p>The search results will appear at the bottom. And as you can see, Joey's name appears as a</p>	<p>Search results appear at the bottom, listing Joey's name as a blue hyperlink.</p>

Audio	Visual
<p>blue hyperlink. To pull up Joey's account, we'll click on his name in blue.</p>	
<p>Once his account was pulled up, we're going to scroll past Joey's personal information and past his employment information all the way to the very bottom of the screen, which is where we'll find the "Submit Certification" button.</p>	<p>The bottom of Joey's account appears, listing his employment data. At the bottom is a button labeled "Submit Certification".</p>
<p>We will click on this button; and the certification will pop up.</p> <p>Be sure to take a good look at the information here. Once you've confirmed that everything looks good and the information is correct, you'll select that blue "Authorize Submission" button, and you'll complete the certification.</p>	<p>The Correctional Plan Certification appears. Joey's name, Social Security number, and eligibility or hire date is listed.</p> <p>Below Joey's personal information is text that reads: "I confirm that the employee holds a position in either a) a county correctional institution as a guard, officer, joint jailer/dispatcher or equivalent position; or as a supervisor of guards, officers, or joint jailers/dispatchers; or b) the Hennepin County Medical Center as a protection officer. I further state that the employee is expected to respond to any incidents within the correctional institution or medical center as part of the regular employment duties and is trained to do so."</p> <p>Below that text is the employer rep's name and information, as well as a button labeled "Authorize Submission".</p>
<p>Now that we know how to enroll a member, it's time to learn how to keep their accounts accurate and up to date.</p>	
<p>There are two types of data that need to be kept up-to-date for members: personal data and employment data. Personal data would include changes to an employee's name or contact information. And employment data would include changes to a position classification. For example, if your employee's position switches from a seasonal to a part-time position or from full-time to on-call.</p>	

Audio	Visual
<p>Employers also need to report any employment status changes. PERA needs to know if your employee goes on leave, if they terminate from your unit, or if they die.</p> <p>And so now, we're going to walk through how to update your employee's information in ERIS.</p>	
<p>For today's example, let's say we need to update some data for our employee, Barb, who we just enrolled a few slides ago.</p>	<p>The ERIS home page appears.</p>
<p>First thing we need to do is pull up Barb's account. So once again, to pull up an employee's account, you would select "Employee" from under the Search" module.</p>	<p>Under the search module, "Employee" is circled. The search module appears with various search criteria.</p>
<p>And we're going to search for Barb by entering her first and last name.</p>	<p>Barb's first and last name is entered in the blanks.</p>
<p>We'll hit that blue search button; and the results will pop up at the bottom.</p>	<p>Search results appear at the bottom, listing Barb's name as a blue hyperlink.</p>
<p>We're going to click on Barb's name in blue; and that will pull up her account. The first screen that we see is personal data, and we can edit any of the data here. If Barb changed her name, moved to a new address, or switched her phone number, we would update those changes on this page.</p>	<p>Barb's account appears, listing her personal information.</p>
<p>And if we scroll down, we can see the employment data section. There are several things that we can do on this page, including updating a member's employment status or verifying a member's termination.</p>	<p>The page scrolls down to show Barb's employment data.</p>
<p>If you need to update an employee's position—you see where it says "Position Class"—you would choose a new classification from this drop-down menu here.</p>	<p>The drop-down menu for "Position Class" is selected. Other options on the menu include full-time, intermittent/on-call, other, and seasonal.</p>
<p>In this example, you can see that Barb's position is currently listed as part-time. But let's say her position is going from part-time to full-time. To update that, all we would have to do is select "Full-time" from the list and click submit to save our changes.</p>	<p>"Full-time" is selected from the drop-down menu.</p>

Audio	Visual
<p>Now, if you need to update an employee's status, you can choose a new status from this drop-down menu right here.</p>	<p>The drop-down menu for "New Status" is selected. Options on the menu include authorized leave, death, indefinite layoff, layoff, maternity/paternity leave, medical leave, military leave, terminated, and Workers' Comp.</p>
<p>For this example, let's say that Barb is quitting her job, and so we need to report her as terminated. To do so, we will simply select "Terminated" from the drop-down menu, and right below that, we will enter the date of the new status. For this example, Barb's last day was February 22nd, 2025.</p> <p>Once finished, we would scroll to the bottom and select that blue submit button to save our changes.</p>	<p>"Terminated" is selected from the list. February 22, 2025 is entered as the new status date.</p>
<p>Now, what about an individual who is still employed at a unit, but they are switching from a PERA pension plan to another state pension plan, such as MSRS or TRA? In that case, you will perform the same steps to terminate the employee, so you'll terminate the employee on this page, and the new status date will be the last day that the employee worked under the old plan.</p> <p>And if your employee is staying at your unit, but they're switching from one PERA pension plan to another PERA pension plan—for example, let's say they're switching from the Coordinated Plan to the Police & Fire Plan—then you would also need to complete a new enrollment for the employee under the new plan.</p> <p>And when you're completing the employee's new enrollment, their hire date will be the first day of work under the new plan.</p>	
<p>Before we move on, I do want to discuss some other status updates. You may notice that this drop-down menu here lists several different types of leave.</p>	<p>On the "New Status" drop-down menu, authorized leave, maternity/paternity leave, medical leave, and military leave are highlighted.</p>

Audio	Visual
<p>However, we do not want you to update your employee's leave status on this page. Instead, you should report your employee's leaves on your unit's <i>Annual Leave Report</i>. And if you have questions on the <i>Annual Leave Report</i>, I do suggest that you check out our on-demand webinar that covers leave reporting in depth.</p> <p>Now, if your employee has died, we do want you to report the death here, along with the effective date. And additionally, you would need to email PERA to report the employee's death as well.</p>	
<p>In our third and final section, we are going to discuss periodic reports. And these are reports that generate in order to collect, validate, or verify information on members. Some of these reports generate as needed due to our system identifying missing or erroneous data. And some of these reports are regular reports that you will have to complete each year.</p> <p>Most of these reports can be found in ERIS, and most of them can be completed through ERIS.</p>	
<p>If you have reports that need to be completed, you'll receive a notification immediately upon logging into ERIS.</p>	<p>The ERIS home page appears.</p>
<p>And the reports can be found at the bottom of the menu in the "Pending Reports" section.</p>	<p>An arrow points to "Pending Reports" on the left-hand menu. Below "Pending Reports" is a list of reports, including "Status Verification", "Missing Enrollments", and "Police and Fire Certification".</p>
<p>You can see we have a few reports listed here already, and we're going to check out the first one, which is the <i>Status Verification Report</i>. In order to open up the report, we will just click on the report name.</p>	<p>"Status Verification" is circled.</p>
<p>And here it is.</p>	<p>The Status Verification Report appears. The report has three tabs, and each tab has a chart. The chart lists members' names, their</p>

Audio	Visual
	<p>last pay period with plan contributions, contributions after gap. For each member there is a drop-down menu labeled “Employment Status”, and a blank to write in the effective date. Above the chart in the top right are buttons labeled “Save – Do not Submit to PERA”, “Save – Submit to PERA”, “Print”, and “Export to Excel”.</p>
<p><i>Status Verification Reports</i>, they are generated twice a year. If your unit has employees who've gone eight months or longer without earnings, but the employee is still listed as active or as on leave, this report will generate for your unit.</p> <p>And this report's purpose is to catch any members that might have missed having their status updated to terminated. At PERA, we need to know if the employee is still an active employee, if they're on leave, or if they're terminated. Or we need to know the status of a gap if an employee starts getting earnings reported after eight or more months of having no earnings reported. And this report often contains members that have switched plans at the same employer unit.</p> <p>Now you'll see that this report has three tabs. Tab A is for active members without salary; Tab B, members on layoff; and Tab C, for members on leave of absence.</p> <p>When you are completing this report, you need to make sure that you go into each tab and complete the report under each tab. If you do not complete each tab and you try to submit the report, our system will reject it.</p>	
<p>To complete this report, you need to select the employee's employment status from the drop-down menu here.</p>	<p>The drop-down menu labeled “Employment Status” is selected, displaying options including no change, various types of leave, layoff, terminated, and Workers’ Comp.</p>
<p>And then you will enter the effective date of that status in the column next to it. If there's</p>	

Audio	Visual
no change, you would just choose “No Change”, and you would not enter a date.	
Once you've entered the employment status and effective date for each listed employee in each tab, you can submit the report by selecting “Save – Submit to PERA”.	The “Save – Submit to PERA” button in the top right is circled.
Next, we have the <i>Missing Enrollment Report</i> . The <i>Missing Enrollment Report</i> generates if an employer reports a new employee's salary on the SDR without properly enrolling the individual first. If you report salary for an employee before enrolling that employee, this report will appear in order to collect that missing information.	The ERIS home page appears. Under “Pending Reports”, “Missing Enrollments” is circled.
If you click on the report name from the left-hand menu, the report will appear like this.	The “Missing Enrollments” list appears. Two members’ names are listed, with a blue “Update Enrollment” link next to each name.
And to complete this report, you will simply click on the “Update Enrollment” link in blue next to the individual's name.	The blue “Update Enrollment” link next to the first name is circled.
This will pop up. And here you will fill in the missing personal and employment data to finalize the member's enrollment. Again, the information in bold is required.	The “Update Enrollment” report appears. It lists the member’s name, along with several blanks to enter personal information. Date of birth and address are in bold.
So, we're going to fill out the bolded information here, and then we're going to scroll down to the employment section. And just like when we enroll employees, we will need to make sure that we enter a hire date and eligibility date. If the individual is a rehire, just use their most recent hire date and most recent eligibility date.	Page scrolls down to the employment data section. Hire date and position title are in bold. Beneath the employment data is a checkbox labeled “Invalid Enrollment” alongside a blank box labeled “Explanation”.
Now, I want to draw your attention to where it says “Invalid Enrollment”. You will only check this if the employee in question is not PERA-eligible, or if the employee was paid after their termination and the contributions did not have accurate coverage dates. If you check this box, you must also enter an explanation in the box below of why the enrollment is invalid.	“Invalid Enrollment” is circled.

Audio	Visual
<p>The <i>Police & Fire Certification Report</i> automatically generates every February, and it only generates for employers who have employed Police & Fire members during the last calendar year. The purpose of this report is to certify the position data of these Police & Fire employees.</p> <p>And the reason is so PERA can calculate the amount of contributions that the employer unit paid to the Police & Fire Plan, which the municipality may be entitled to receive state aid for.</p> <p>So let's click on the name to open up the report.</p>	<p>The ERIS home page appears. Under "Pending Reports", "Police and Fire Certification" is circled.</p>
<p>And here we have the report, and this will list any Police & Fire employees whose position title and position class need to be verified.</p> <p>For this example, our report covers calendar year 2024. And it only lists one employee to certify: Nicole Nelson.</p> <p>As you can see, Nicole's position title is listed as "Fire Fighter".</p>	<p>The Police and Fire Certification Report appears. One member is listed: Nicole Nelson. Next to her name is a drop down menu for the position title, and a drop-down menu for the position class. "Fire Fighter" is selected as the position title, and "Full-time" is selected as the position class. Above the report are a checkbox labeled "No Changes", as well as buttons labeled "Save – Do not Submit to PERA", "Save – Submit to PERA", and "Export to Excel".</p>
<p>And the other options here are "Police Officer" or "Other". If your employee's position is eligible for Police & Fire coverage, you must choose "Fire Fighter" or "Police Officer" for the title. Even if the employee's official title is slightly different, such as fire inspector or sheriff. So do not choose "Other" if you know that your employee's position meets Police & Fire eligibility requirements. Just choose "Fire Fighter" or "Police Officer" for the title.</p>	<p>The drop-down menu for position title is selected.</p>
<p>Now, from the drop-down menu next to it, you're going to select the member's current position class.</p>	<p>The drop-down menu for position class is selected, displaying "Full-Time", "Intermittent/On-call", "Part-Time", and "Seasonal" as options.</p>

Audio	Visual
<p>Now, be aware, this report will include all Police & Fire employees who have been employed at any time during the calendar year. So there may be employees on this report who have previously terminated. If a terminated member is on your report, you will just select the position class the employee was at when they terminated.</p> <p>Nicole's position is classified as full-time. If this is correct, we can leave it. However, let's say her position switched from full-time to part-time. In that case, we would select "Part-Time" from the drop-down, and that change would cause a letter requesting a resolution for Nicole to automatically generate.</p> <p>If a resolution had been provided for Nicole in the past, we would need to call in to have PERA staff locate that resolution and validate her account.</p>	
<p>Now on the other hand, let's say that we review each employee on the report, and there are no changes. In that case, all we would have to do is check this box here to confirm that the data is correct.</p> <p>And once we're done, we would click that gray "Save – Submit to PERA" button. And that would finalize this report.</p>	<p>The checkbox labeled "No Changes" is checked.</p>
<p>Next, we have the <i>Verification of Termination</i>. This is only needed for employees who are retiring and wish to begin collecting benefits or a refund within 30 days of their termination.</p> <p>And it's important for employers to know that entering a terminated status in ERIS does not satisfy the employee's verification of termination requirement. Without the <i>Verification of Termination</i>, the individual's</p>	

Audio	Visual
<p>benefit may be delayed, so it is important to be on top of it.</p> <p>If your employee has applied for benefits and is currently not terminated, or has been terminated for less than 30 days, the <i>Verification of Termination</i> form will appear here under the "Pending Reports" menu.</p>	
<p>However, you do not have to wait until the report appears here in order to complete it. To pull up an employee's <i>Verification of Termination</i>, you will have to pull up the employee's account.</p> <p>So again, to do that, we will select "Employee" from under the "Search" module; which will get us to this page.</p>	<p>Under the "Search" menu option, "Employee" is circled. The employee search module is displayed.</p>
<p>For this example, let's say our recently terminated employee, Barb, needs us to complete the form as she plans on beginning her benefit next month.</p> <p>So we'll enter Barb's first and last name; hit that blue search button; and she'll pop up at the bottom. Again, to open up her account, we'll click on her name in blue.</p>	<p>Barb's first and last name is entered. Search results appear at the bottom, displaying Barb's name as a blue hyperlink.</p>
<p>And we're going to scroll past personal data to the employment data section. Here, you'll see a gray button that says "Retirement Form". Click on this button, and that will pull up her <i>Verification of Termination</i>.</p>	<p>Barb's account appears, displaying her employment data. Above her data is a button labeled "Retirement Form".</p>
<p>You're going to see a question here, asking if there's any agreement for rehire.</p>	<p>The <i>Verification of Termination</i> report appears. The report asks if there's any written or verbal agreement to rehire Barb prior to termination, with options to choose "No" or Yes". Below the question is a blank to enter the actual termination date.</p>
<p>If there's no agreement, we will select "No". We will then enter the date that Barb terminated, and we'll click that blue next button to submit this form.</p>	<p>"No" is selected. A termination date of February 22, 2025 is entered.)</p>
<p>The <i>Contributions after Termination Report</i> generates when PERA receives contributions</p>	

Audio	Visual
<p>for an employee <i>after</i> that employee's reported termination date.</p> <p>Common reasons for this would be: an employer reporting incorrect termination dates, or reporting incorrect contribution coverage dates, or possibly due to contract payouts for school employees. It is important that these dates are reported accurately to ensure the employee isn't overpaying or underpaying contributions, and so that the member receives the correct benefit amount.</p> <p>Something to be aware of, this report is <i>not</i> found in ERIS. It is an internal report. So if we need you to complete this, PERA will reach out to you via email.</p>	
<p>And then finally, we have the <i>Missing Date of Birth and Address Report</i>.</p> <p>This one's pretty self-explanatory, but this report will list any members at your unit who do not have a date of birth or address in our system. Both the date of birth and the member's address are important, required pieces of information that we need for each member.</p> <p>This is also an internal report, and PERA generates it twice a year. And if it pertains to your unit, we will send you this report through the mail.</p> <p>Now although this report is sent through mail, the information can be updated online using ERIS. And we do prefer and recommend that method.</p>	
<p>To complete this information in ERIS, we will select "Employee" from under the "Search" module on the menu, which will open up the page you can see here.</p>	<p>Under the "Search" menu option, "Employee" is circled. The employee search module is displayed.</p>
<p>We're going to go all the way to the very last search criteria that says "Additional Search".</p>	<p>"Additional Search" is selected, displaying a drop-down menu featuring options such as</p>

Audio	Visual
<p>You can see that drop-down lists missing date of birth or missing correspondence address. So we're able to sort employees by if they are missing their date of birth, or missing their address.</p>	<p>“Benefit Recipient”, “Missing DOB”, and “Missing Correspondence Address”.</p>
<p>For this example, we're going to choose “Missing DOB”.</p>	<p>“Missing DOB” is selected from the drop-down menu.</p>
<p>We'll click that blue search button; and any members whose date of birth is missing from their profile will pop up at the bottom.</p> <p>And all we have to do is click on the name in blue, and it'll open up the member's page where we can enter the missing information.</p>	<p>Search results appear at the bottom, displaying one member: Mary Miller.</p>
<p>We covered a lot of information today, so let's recap.</p> <p>First, we started off with enrollments. And a reminder that when enrolling employees, be sure to enter all the bolded data for the employee, and remember to enter the employee's actual Social Security number in order to properly enroll them.</p> <p>Next, we discussed what types of data need to be kept up to date in member accounts. Again, if the member dies, you must not only update the death status in the member's account, but you must notify PERA via email as well.</p> <p>And lastly, we delved into the various reports that you will need to complete. Keep an eye out for these reports on ERIS, and be ready to complete them when necessary.</p>	
<p>And that is the end of our program. A reminder of the statutes that govern PERA.</p> <p>Chapter 353 and 356 is where you'll find most of our information.</p>	<p>New slide appears, listing Minnesota Statutes 11A, 353, and 356.</p>
<p>And just a disclaimer, our programs are intended to provide general information. And if there's a discrepancy between the</p>	

Audio	Visual
<p>information in today's presentation and what is written into law, just know that whatever is currently written into law will take precedence.</p>	
<p>For more information, check out our website at www.mnpera.org.</p> <p>If you ever have any questions, you can email us at employer.reps@mnpera.org.</p> <p>Or you can give us a call. Our local number is 651-296-3636. And our toll free is 1-888-892-7372.</p> <p>Thank you everybody, and I hope you have a great day.</p>	