

Welcome to eReporting

Click on “eReporting (PERS/TRS)” under “eReporting” on the [Employer Services web page](#) to get to the Employer eReporting Web Application:

<https://concord.retben.state.ak.us/ers/forms/PayrollControl.html>

Once your payroll contact has entered you into eReporting, you will receive an email with your “temporary” password.

<https://concord.retben.state.ak.us/ers/forms/PayrollControl.html>



e Employer eReporting

Welcome to Employer eReporting!

If you have received your UserID and Password , you may continue to the eReporting application. Please enter the UserID and Password assigned to you by the Division of Retirement & Benefits.

UserID:

Password:

Login

If you need assistance, please visit the [Employer eReporting Information Website.](#)

Version: NEVV_APP_SERVER_5

NOTE : You will need to log into eReporting with your “temporary” password, then you will be prompted to enter in a new password.

Once you have successfully changed your password, you will need to log out of eReporting and log back in, using your new password.

e Employer eReporting

Control New Employee Personnel Change Events Payroll Adjustments Trueups Additional Amounts Group Update

Banking Reports User Maintenance **User Profile** Logout

User Profile

Change Password for 574800651

Message from webpage

 Your password will expire on 11/26/2010 - you must change it now.

OK

Password must be between 6 and 12 characters in length, is case sensitive, must start with a letter, and must contain at least two letters, one number and at least one of the following symbols: @\$%^&+=

Current Password:

New Password:

Retype New Password:

Save Cancel

Your password will expire on 11/26/2010 - you must change it now.

Once you have changed your password, eReporting will send you an email confirming it has been changed.

Entering a New Payroll

Enter in your Pay Period Ending Date (example: 11/18/2010)

Enter in the Issue Date (example: 11/18/2010)

Select Payroll Cycle: Semi-Monthly

The screenshot shows the 'Employer eReporting' web application. At the top, there is a navigation bar with a red 'e' logo and the text 'Employer eReporting'. Below this is a menu of buttons: 'Control', 'New Employee', 'Personnel Change', 'Events', 'Payroll', 'Adjustments', 'Trueups', 'Additional Amounts', and 'Group Update'. A second row of buttons includes 'Banking', 'Reports', 'User Maintenance', 'User Profile', and 'Logout'. Below the navigation is a header section with two dropdown menus: 'Employer:' set to '737-T-ALASKA DEPARTMENT OF EDUCATION' and 'Payroll:' set to 'New Payroll'. The main content area is titled 'New Payroll' and contains three input fields: 'Pay Period Ending Date:' with the value '11/30/2010', 'Issue Date:' with the value '11/30/2010', and 'Payroll Cycle:' with the value 'MONTHLY'. At the bottom of this section are two buttons: 'Create' and 'Cancel'.

This is what you will see after you have created a New Payroll; your next step will be to either clone a previous payroll, import your payroll, or click on the payroll tab to enter in your payroll manually.

e Employer eReporting

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION Payroll: 186321: M: 11/30/2010 Status: IN PROCESS

Payroll Totals

Defined Contribution		Defined Benefit	
Employer:	0.00	Employer:	0.00
Employee:	0.00	Employee:	0.00
HRA Amount:	0.00	Indebt. (Post-Tax):	0.00
Retiree Plan:	0.00	Indebt. (Pre-Tax):	0.00
ODD Amount:	0.00	Vol/Sup Contribution:	0.00
DBUL Amount:	0.00	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 0.00

Populate Payroll

Clone From Payroll: --none--

Import Payroll File:

Previously Submitted Payrolls
83896: Q: 05/01/2008 (posted)
43774: S: 08/31/2007 [\[Un-submit\]](#)
49778: M: 08/15/2007 [\[Un-submit\]](#)
28654: S: 05/16/2007 [\[Un-submit\]](#)
28073: S: 05/15/2007 [\[Un-submit\]](#)



Employer eReporting

Control New Employee Personnel Change Events **Payroll** Adjustments Trueups Additional Amounts Group Update

Banking Reports User Maintenance User Profile Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: 186321: M: 11/30/2010

Records: 2

SSN: Search

Records per Page: 20

Filter by Plan: --ALL--

#	SSN	OCC	Status	Plan	Gross	PT Hrs	EE Contrib	ER Match	
Name	PreTax	PostTax	Vol/Sup	RMP	HRA	ODD	DBUL		
1	<input type="text"/>	T - TEACI	FULL TIM	DB	5,000.00	0.00	432.50	628.00	Delete
	IRELAND, AMANDA A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	<input type="text"/>	T - TEACI	FULL TIM	DC	5,000.00	0.00	400.00	350.00	Delete
	EYRE, TUSHINE	0.00	0.00	0.00	34.00	143.39	14.00	86.61	

Page: 1

Save Calculate Page Calculate/Save ALL Delete Page Delete ALL Add Rows Add 1 Row



Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: 186321: M: 11/30/2010

Status: IN PROCESS

Payroll Totals

<i>Defined Contribution</i>		<i>Defined Benefit</i>	
Employer:	350.00	Employer:	628.00
Employee:	400.00	Employee:	432.50
HRA Amount:	143.39	Indebt. (Post-Tax):	0.00
Retiree Plan:	34.00	Indebt. (Pre-Tax):	0.00
ODD Amount:	14.00	Vol/Sup Contribution:	0.00
DBUL Amount:	86.61	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 2088.50

Populate Payroll

Clone From Payroll:

--none--

Clone

Import Payroll File:

Browse...

Import

Override Errors

Previously Submitted Payrolls

- 83896: Q: 05/01/2008 (posted)
- 43774: S: 08/31/2007 [\[Un-submit\]](#)
- 49778: M: 08/15/2007 [\[Un-submit\]](#)
- 28654: S: 05/16/2007 [\[Un-submit\]](#)
- 28073: S: 05/15/2007 [\[Un-submit\]](#)

Current Payroll Information

Employer eReporting

- Control
- New Employee
- Personnel Change
- Events
- Payroll
- Adjustments
- Trueups
- Additional Amounts
- Group Update
- Banking
- Reports
- User Maintenance
- User Profile
- Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: 186321: M: 11/30/2010

Status: VALIDATING

Validating...

Cancel Validate



Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Trueups | Additional Amounts | Group Update

Banking | Reports | User Maintenance | User Profile | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: 186321: M: 11/30/2010

Status: VALIDATED NO ERRORS

Payroll Totals

<i>Defined Contribution</i>		<i>Defined Benefit</i>	
Employer:	350.00	Employer:	628.00
Employee:	400.00	Employee:	432.50
HRA Amount:	143.39	Indebt. (Post-Tax):	0.00
Retiree Plan:	34.00	Indebt. (Pre-Tax):	0.00
ODD Amount:	14.00	Vol/Sup Contribution:	0.00
DBUL Amount:	86.61	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 2088.50

Payment:

Populate Payroll

Clone From Payroll:

Import Payroll File:

Previously Submitted Payrolls

- 83896: Q: 05/01/2008 (posted)
- 43774: S: 08/31/2007 [\[Un-submit\]](#)
- 49778: M: 08/15/2007 [\[Un-submit\]](#)
- 28654: S: 05/16/2007 [\[Un-submit\]](#)

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION

Payroll: New Payroll

Payroll Submitted

[Print Summary](#)

The Employer Summary of Contributions report **MUST** be faxed to the Division unless the payment option is via check, see below for details.

This report must be faxed to the Division now.

Please follow instructions below based on your selected payment option:

Check - Please mail the **"Final" Signed** Employer Summary of Contributions along with your check to State of Alaska, Division of Retirement & Benefits, Attention: Accounting Section, PO Box 110203, Juneau, AK 99811-0203. (Please note employers who pay with the **check payment** option are no longer required to fax the Employer Summary of Contributions the Division.)

Other ACH - Please fax the ACH instructions to the Treasury Division (907)465-4019 **AND** your ACH instructions along with your "Final" Signed Employer Summary of Contributions to the Division of Retirement and Benefits at (907)465-3364. Once submitted, please keep in mind that it takes two business days for the ACH to settle with the employer's financial institution and to be considered received by the Division. If they payment is submitted after 2 pm the payment will start the settlement process the next business day.

eReporting Electronic Payment - (You selected your bank account) Please fax your **"Final" Signed** Employer Summary of Contributions to the Division of Retirement and Benefits at (907)465-3364. Once submitted, please keep in mind that it takes two business days for the eReporting Electronic Payment to settle with the employer's financial institution and to be considered received by the Division. If they payment is submitted after 2 pm the payment will start the settlement process the next business day.

No Payment - Please fax your **"Final" Signed** Employer Summary of Contributions to the Division of Retirement and Benefits at (907) 465-3364.

[Close](#)

Dedicated Email
address for scanned
Summary Reports:
doa.drb.employerpayroll@alaska.gov

Dedicated Fax Number
is: (907) 465-3364

EMPLOYER #	EMPLOYER NAME	PPE	Issue Date	Paycycle																																				
737	TRS - ALASKA DEPARTMENT OF EDUCATION	11/30/2010	11/30/2010	MONTHLY <small>(B = Bi-weekly M = Monthly S = Semi-monthly)</small>																																				
DB 1. Defined Benefits NORMAL PAYROLL Gross Membership Payroll <u>\$ 5,000.00</u>		DC 1. Defined Contributions NORMAL PAYROLL Gross Membership Payroll <u>\$ 5,000.00</u>																																						
<table border="0"> <thead> <tr> <th></th> <th>Count</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Employee Mandatory Contributions</td> <td>1</td> <td>432.50</td> </tr> <tr> <td>Employee VOL/SUPP Contributions</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Employee Indebtness Pre-Tax</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Employee Indebtness Post-Tax</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>ER Matching Contributions</td> <td>1</td> <td>628.00</td> </tr> </tbody> </table>			Count	Amount	Employee Mandatory Contributions	1	432.50	Employee VOL/SUPP Contributions	0	0.00	Employee Indebtness Pre-Tax	0	0.00	Employee Indebtness Post-Tax	0	0.00	ER Matching Contributions	1	628.00	<table border="0"> <thead> <tr> <th></th> <th>Count</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Employee Mandatory Contributions</td> <td>1</td> <td>400.00</td> </tr> <tr> <td>ER Matching Contributions</td> <td>1</td> <td>350.00</td> </tr> <tr> <td>ER Retiree Medical Plan</td> <td>1</td> <td>34.00</td> </tr> <tr> <td>ER Health Reimbursement Arrangement</td> <td>1</td> <td>143.39</td> </tr> <tr> <td>ER Occupational Death/Disability</td> <td>1</td> <td>14.00</td> </tr> </tbody> </table>				Count	Amount	Employee Mandatory Contributions	1	400.00	ER Matching Contributions	1	350.00	ER Retiree Medical Plan	1	34.00	ER Health Reimbursement Arrangement	1	143.39	ER Occupational Death/Disability	1	14.00
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Total DB Payroll Records: <u>1</u> Total Normal Payroll Dollars <u>\$ 1,060.50</u>		Total DC Payroll Records: <u>1</u> Total Normal Payroll Dollars <u>\$ 941.39</u>																																						
DB 2. Defined Benefits ADJUSTMENT PAYROLL Gross Membership Payroll <u>\$ 0.00</u>		DC 2. Defined Contributions ADJUSTMENT PAYROLL Gross Membership Payroll <u>\$ 0.00</u>																																						
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DB 3. Late Fee <u>0.00</u> DB Suspense <u>0.00</u> Additional ER Asset Contributions <u>0.00</u>		DC 3. Late Fee <u>0.00</u> ER Forfeiture <u>0.00</u> HRA ER Forfeiture <u>0.00</u> RMP ER Forfeiture <u>0.00</u> ODD Other ER Forfeiture <u>0.00</u> ODD Police/Fire ER Forfeiture <u>0.00</u>																																						
Total DB Records: <u>1</u> Total Other Dollars <u>\$ 0.00</u>		Total DC Records: <u>1</u> Total Other Dollars <u>\$ 0.00</u>																																						
DB 4. Defined Benefits Grand Total for this Pay Period <u>\$ 1,060.50</u>		DC 4. Defined Benefit Unfunded Liability (DBUL) Contribution for DCR <u>\$ 86.61</u> Defined Contributions Grand Total for this Pay Period <u>\$ 1,028.00</u>																																						
5. TOTAL Defined Benefit and Defined Contribution Dollars Due for this Pay Period		<u>\$ 2,088.50</u>																																						
AKSAS Deposit ID (For R&B use only):																																								
6. M73711300 Payroll File Name:	7. 186321 Payroll ID:	8. Other ACH Payment Option:	9. eReporting Settlement Date:																																					

By signing below I certify the information provided on this file is true and complete to the best of my knowledge. I understand if I deliberately conceal or provide false information, I, as the signer, may be held accountable. I also understand the payroll data may be released in an authorized legal investigation; and that for the purpose of this certification, a photocopy or facsimile of my original signature shall have the same force and effect as my original signature.

Title

Signature

December 01, 2010

Today's Date

e Employer eReporting

- Control
- New Employee
- Personnel Change
- Events
- Payroll
- Adjustments
- Trueups
- Additional Amounts
- Group Update
- Banking
- Reports
- User Maintenance
- User Profile
- Logout

Reports

Report Name

[Summary Report](#)

[Turn-Around Report](#)

[Detail: Personnel Changes](#)

[Detail: Payroll](#)

[Detail: Adjustments](#)

[Detail: Payroll and Adjustments](#)

[Detail: Events](#)

[Errors: Personnel Changes](#)

[Errors: Payroll](#)

[Errors: Adjustments](#)

[Errors: Payroll and Adjustments](#)

[Errors: Events](#)

[Errors: Consolidated](#)

[ACH Transactions](#)

[Payroll Status](#)

Report Description

Payroll Totals for the selected Payroll and Employer. Includes signature area for faxing your payroll information to Retirement & Benefits.

Report Options

Employer:

737-T-ALASKA DEPARTMENT OF EDUCATION

Pay Period:

186321: M: 2010-11-30

Generate PDF file

Generate Excel spreadsheet

Clear