



# *I-Que* **HELP GUIDE**

**EMPLOYER SELF-SERVICE: 877-473-7799**

A low-angle, blue-tinted photograph of a building's exterior. A large sign on the building reads 'I-PERS' in a bold, sans-serif font, with a stylized oak leaf graphic integrated into the letter 'I'. The building is partially obscured by the branches and leaves of trees in the foreground.

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## Log In

Go to [www.ipers.org](http://www.ipers.org) website and select **Employer Login**.



Enter your username and password and select **Sign In**.

A screenshot of the IPERS login form. At the top is the IPERS logo. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the input fields is a large dark blue button with the text 'Sign In' in white. At the bottom of the form are two links: 'Forgot Username' and 'Reset Password'.

Your username is your 5-digit IPERS employer ID number, the first letter of your first name, and the first six letters of your last name (example: 99999TJOHNSO).

Passwords:

- Must be at least 8 characters long
- Must begin with a letter
- Must contain at least 2 letters
- Must contain at least 1 number
- Must contain at least 1 special character. Special characters are:
  - !, @, \$, &, %, \*, #, or \_
- Are case-sensitive

Note: If you do not have a username or password, complete the [Employer Account/Reporting Official Demographics](#) form and submit it to IPERS. The form is available on [www.ipers.org](http://www.ipers.org) under Employers>Forms.

Click to select the email or phone number to receive your verification code. Select **Next**



Two Factor Authentication

1 Choose Delivery Method 2 Enter Verification Code

Please select a delivery method to receive a verification code

Delivery Method

Email - we\*\*\*\*\*@ncn.net

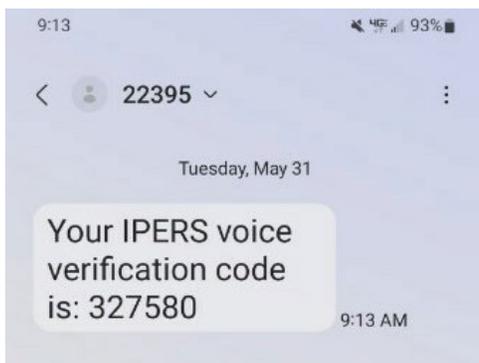
Text - (\*\*\*)-\*\*\*-8888

Voice - (\*\*\*)-\*\*\*-8888

Cancel Next

A unique six-digit verification code will be provided to you based on this selection

Example of text verification received:



Enter the six-digit number in the Verification Code field within the allotted 15 minutes. Select **Confirm**.



**Two Factor Authentication**

1 Choose Delivery Method

2 Enter Verification Code

A verification code has been sent to the selected delivery method which will be valid for 15 minutes. Please enter the code below.

Verification Code\*

Resend Code

Cancel Previous **Confirm**

Select **Accept** on the End-User License Agreement (EULA).



End-User License Agreement (EULA)

This system contains confidential information protected by state and/or federal law. All associated equipment, software, data and services are for authorized use only. Any and all use of the system, and all associated equipment, software data and services implies consent to monitoring any and all activities associated with its use. Unauthorized use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties.

DECLINE **ACCEPT**

This opens to the IPERS I-Que home page.

**IPERS** 00423 City of Sunshine

Gloria SR Profile Logout

**Toll Free Help Line - 1-877-473-7799**

The Employer Relations team is available to assist employers Monday through Friday, 8 a.m. to 4:30 p.m.

**Quick Links**

- Upload Files > Import Wage/Wage Adjustment Files
- Make a Payment > Make One-Time/Recurring Payments
- Process a New Hire > Add a Member to Roster
- Add EFT Bank Account > Add a New EFT Bank Account

**News**

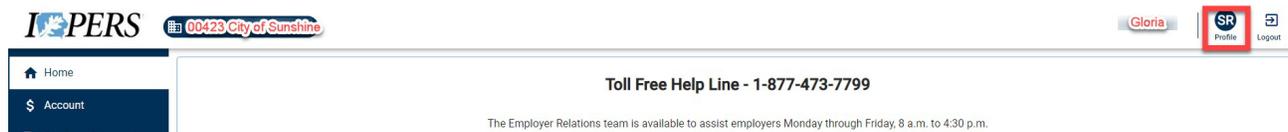
IPERS has no news items to report at this time

**Billing Location Information**

No data found

# Change Your Password

From any page, select **Profile** in the top right corner of the screen.



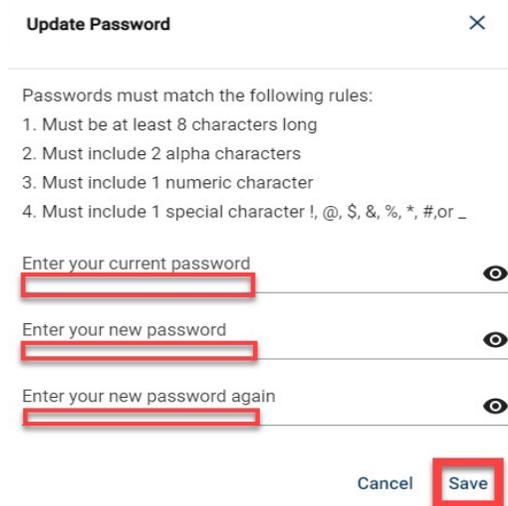
A pop-up box opens in the top right of the screen. Select **Profile**.



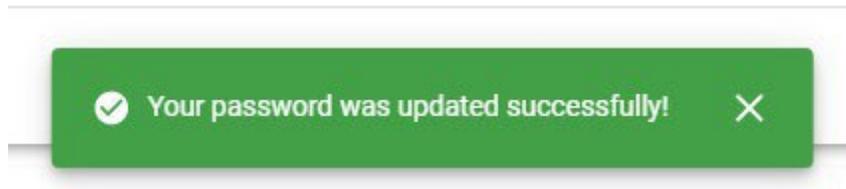
To change your password, select **Update Password**.



To change your password, fill in the text fields and select **Save**.



Follow the prompts to save your new password. You will receive the message below.



To exit this screen and return to the home page, click the IPERS Logo at the top left-hand side of the screen.



# Add a New Member/Employee

On the I-Que home page, select **Member Information** from the menu.

**I-PERS** 00423 City of Sunshine

Gloria Profile Logout

**Home**

Account

Employer Information

User Information

Documents

**Member Information**

Imports

Messages

Remit Coupon

Meetings

Contact Us

**Toll Free Help Line - 1-877-473-7799**

The Employer Relations team is available to assist employers Monday through Friday, 8 a.m. to 4:30 p.m.

**Quick Links**

- Upload Files** > Import Wage/Wage Adjustment Files
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- Add EFT Bank Account** > Add a New EFT Bank Account

**News**

IPERS has no news items to report at this time

**Billing Location Information**

No data found

Select **Add New Member**.

**I-PERS** 00423 City of Sunshine

Gloria Profile Logout

**Home**

Account

Employer Information

User Information

Documents

Member Information

Imports

Messages

Remit Coupon

Meetings

Contact Us

**Roster**

**Add New Member** More Filters

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date	Last Check Date
Add Employment	XXX-XX-XXXX	[REDACTED]	QTR Cities	04/01/1997	01-Regular	06/30/2008	06/30/2008
Add Employment	XXX-XX-XXXX	[REDACTED]	MONTHLY Cities	04/07/1997	01-Regular		
Add Employment	XXX-XX-XXXX	[REDACTED]	MONTHLY Cities	09/10/2015	01-Regular		
Add Employment	XXX-XX-XXXX	[REDACTED]	QTR Cities	04/01/1997	01-Regular	12/31/1999	12/31/1999
Add Employment	XXX-XX-XXXX	[REDACTED]	MONTHLY Cities	04/01/1997	01-Regular	12/31/1999	12/31/1999
Add Employment	XXX-XX-XXXX	[REDACTED]	MONTHLY Cities	08/25/2017	13-Firefighters		

The **New Hire** wizard will open. Enter the new employee’s Social Security number (SSN) and select **Next**.

**IMPORTANT:** Make sure to enter the SSN accurately. From this point on, the first 5 digits of the SSN will **not** be displayed.

New Hire ×

1 Identification 2 Verification 3 Addresses 4 Contacts 5 Enrollment 6 Confirmation

SSN\*

Cancel Next

If I-Que finds an existing record of a person with the SSN you entered, pre-populated information will appear. Verify their information or make changes then select **Next**.

*Note: If member is not found, go to page 10 and follow the directions.*

New Hire ×

**i** Information

We found this person already in our system.

✓ 1 Identification 2 Verification 3 Addresses 4 Contacts 5 Enrollment 6 Confirmation

Prefix

First Name\*  
GLORIA

Middle Name  
M

Last Name\*  
MORNING

Cancel Previous Next

Add the address information, select **Next**.

**New Hire** ×  
Step 3: Addresses

Add Address

Address Type\*  
Permanent

Mailing Address\*  
7401 register drive

Apt/Ste/Other

Care Of/POA

Zip\* City\* County  
50321-2954 DES MOINES POLK

State Country\*  
IOWA US

Cancel Previous Next

A Verify Address popup will appear. Click the radio button for the address then select **Use Selected Address**. Select **Next** again when returns to prior screen.

**Verify Address Information**

We suggest using our recommended address to ensure accurate postal delivery.

Address (unknown)  
7401 REGISTER DR  
DES MOINES, IA 50321-2954

**Use Selected Address** Skip Cancel

Select **Next**. (Nothing to complete on this screen)

**New Hire** ×

Identification Verification **Addresses** Contacts Enrollment Confirmation

Edit Contact Info

Contact Preference

Cancel Previous Next

Select the **Occupation Code** and enter the **1st Date of Employment**. Select **Next**.

The screenshot shows a 'New Hire' form with a progress bar at the top. The progress bar has six steps: Identification, Verification, Addresses, Contacts, Enrollment, and Confirmation. The first four steps are marked with checkmarks, and the Enrollment step is highlighted with a blue circle and the number 5. Below the progress bar, there are three input fields: 'Agreement\*' with the value 'MONTHLY Cities', 'Occupation Code\*' with the value '01-Regular', and '1st Date of Employment\*' with the value '04/30/2022'. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

Scroll down to verify the information is correct. If not, select **Previous** to re-enter information. When correct, select **Confirm**.

This screenshot is similar to the previous one, but it shows a scroll bar on the right side of the form. The progress bar is the same, but the Enrollment step is now marked with a checkmark and the number 6. The input fields are the same, but there is an additional field for 'First Name' with the value 'GLORIA'. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Confirm'.

If you have multiple new members, you can select **Add Additional**. Or select **Close** to return to the roster.

This screenshot shows the 'New Hire' form with the progress bar at the top. All six steps (Identification, Verification, Addresses, Contacts, Enrollment, and Confirmation) are marked with checkmarks. At the bottom of the form, there are two buttons: 'Add Additional' and 'Close', which are highlighted with a red border.

**Instructions if member is not found:**

Fill in the employee's information then select **Next** at the bottom of the window.

**New Hire** [Close]

**1 Information**

- No match is found. Create a new member.

Progress: 1. Identification (checked), 2. Verification (selected), 3. Addresses, 4. Contacts, 5. Enrollment, 6. Confirmation

Prefix

First Name\*

Middle Name

Last Name\*

Cancel Previous Next

Fill in the address and select **Next**.

**New Hire** [Close]

Step 3: Addresses

Add Address

Address Type\* Permanent

Mailing Address\* 7401 register drive

Apt/Ste/Other

Care Of/POA

Zip\* 50321-2954 City\* DES MOINES County POLK

State IOWA Country\* US

Cancel Previous Next

Verify Address Information and select **Use Selected Address**, this will prefill the previous screen with the updated 4-digit number following the ZIP code. Select **Next**.

**New Hire** [Close]

Step 3: Addresses

**1 Information**

- Input add-on not found, replaced with correct information

Address (unknown)  
7401 Register Drive  
ALTOONA, IA 50009-2142  
US

Use Selected Address Skip Cancel

Cancel Previous Next

Fill in the Contact Preference information and select **Next**.

**New Hire** ✕

**1 Information**  
Address has been Standardized.

Identification ✓ Verification ✓ Addresses ✓ **4 Contacts** 5 Enrollment 6 Confirmation

Edit Contact Info

Contact Preference

Country US Home Phone Ext

Country US Work Phone Ext

Country Cell Phone Ext

Cancel Previous **Next**

Select the **Occupation Code** and enter the **1st Date of Employment**. Select **Next**.

**New Hire** ✕

Identification ✓ Verification ✓ Addresses ✓ **4 Contacts** **5 Enrollment** 6 Confirmation

Agreement\*  
MONTHLY Cities

Occupation Code\*  
01-Regular

1st Date of Employment\*  
05/01/2022

Cancel Previous **Next**

Scroll down to verify the information is correct. If not, select **Previous** to re-enter information. When correct, select **Confirm**.

**New Hire** ✕

Identification ✓ Verification ✓ Addresses ✓ **4 Contacts** **5 Enrollment** **6 Confirmation**

Agreement  
MONTHLY Cities

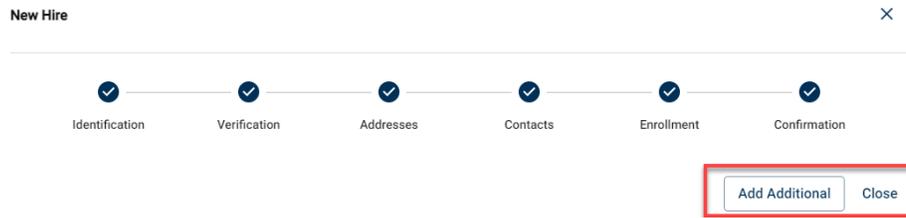
Occupation Code  
01-Regular

1st Date of Employment  
05/01/2022

First Name  
Steve

Cancel Previous **Confirm**

If you have multiple new members, you can select **Add Additional**. Or select **Close** to return to the roster.



**IMPORTANT:** If a terminated employee is rehired, start a new employment record with the new hire date. The previous employment record should include the termination and last check dates.

# Update an Existing Member

On the I-Que home page, select **Member Information**.

To search for the member by name or social security number, select **Filters**. Type the information into the search box, select **Go**.

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date
Add Employment	<a href="#">XXX-XX-2725</a>	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular	
Add Employment	<a href="#">XXX-XX-3728</a>	[REDACTED]	MONTHLY Cities	11/10/2021	17-Part-time Elected Officials	
Add Employment	<a href="#">XXX-XX-8221</a>	[REDACTED]	MONTHLY Cities	01/13/2020	17-Part-time Elected Officials	
Add Employment	<a href="#">XXX-XX-3921</a>	[REDACTED]	MONTHLY Cities	01/13/2020	01-Regular	
Add Employment	<a href="#">XXX-XX-9538</a>	[REDACTED]	MONTHLY Cities	01/02/2020	17-Part-time Elected Officials	

Select the member by clicking on the underlined SSN on the Roster

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date	Last Check Date
Add Employment	<a href="#">XXX-XX-1000</a>	MORNING, GLORIA M	MONTHLY Cities	04/30/2022	01-Regular		
Add Employment	<a href="#">XXX-XX-2725</a>	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular		

Select **Edit** in the section where you want to change the information for the member.

Member Information / Employee Details Add Employment

<p><b>Employment Details</b> <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p> <p>Occupation Code: 01-Regular                  Status Code: Active                  Agreement Name: MONTHLY Cities                  1st Date of Employment: 04/30/2022                  Billing Type: Contribution                  Termination Date:                  Last Check Date:</p>	<p><b>Personal Details</b> <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p> <p>Prefix:                      First Name: GLORIA                      Middle Name: M                  Last Name: MORNING                      Suffix:                  Status: P                      SSN: XXX-XX-1000                      Birth Date: 09/14/1974                  Gender: Female                      Death Date:                      Type: PARTICIPANT                  Member ID: 1256-1827</p>
<p><b>Address</b></p> <p>Permanent                  7401 REGISTER DR                  DES MOINES, IA 50321-2954                  Edit</p>	<p><b>Contact Information</b> <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p>

In this example, the employee’s date of birth will be corrected. Select **Edit** in the Personal Details section. In the Edit Member Info screen, click into the box you want to change, update the information and select **Save**.

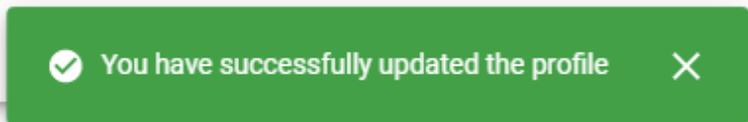
**Edit Member Info** ✕

---

Prefix	First Name GLORIA	Middle Name M	
Last Name*	Suffix		
MORNING			
SSN XXX-XX-1000	Birth Date 09/14/1974	Gender*	Female
Death Date	Type PARTICIPANT	Member ID	1256-1827

Cancel Save

Pop-up confirms update to the members profile and returns you to the Employee Details screen.



\*\*To return to the roster for all employees, click **Member Information** in the header or on the left side of the screen.

<b>Member Information</b>		Employee Details		Add Employment			
<b>Employment Details</b>		Edit		<b>Personal Details</b>		Edit	
Occupation Code	Status Code	Prefix	First Name	Middle Name			
01-Regular	Active		GLORIA	M			

# Update Member Employment Records

On the I-Que home page, select **Member Information**.

To search for the member by name or Social Security number, select **Filters**. Type the information into the search box, select **Go**.

Select the member by clicking on the underlined SSN on the Roster

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date	Last Check Date
Add Employment	<u>XXX-XX-1000</u>	MORNING, GLORIA M	MONTHLY Cities	04/30/2022	01-Regular		
Add Employment	XXX-XX-2725	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular		

Select **Edit** for the information you want to change for the member

Member Information / Employee Details Add Employment

<b>Employment Details</b> <span style="float: right;"><b>Edit</b></span>	<b>Personal Details</b> <span style="float: right;"><b>Edit</b></span>			
Occupation Code 01-Regular	Status Code Active	Prefix	First Name GLORIA	Middle Name M
Agreement Name MONTHLY Cities	1st Date of Employment 04/30/2022	Last Name MORNING	Suffix	
Billing Type Contribution	Termination Date	Status P	SSN XXX-XX-1000	Birth Date 09/14/1974
	Last Check Date	Gender Female	Death Date	Type PARTICIPANT
		Member ID 1256-1827		
<b>Address</b>	<b>Contact Information</b> <span style="float: right;"><b>Edit</b></span>			
Permanent 7401 REGISTER DR DES MOINES, IA 50321-2954  <a href="#">Edit</a>				

In this example, the member’s termination and last check dates will be added. Select **Edit** in the Employment Details section. Under Edit Member Contract, enter the termination date and last check date and select **Save**.

**Edit Member Contract** ✕

Occupation Code  
01-Regular ▼

Agreement Name  
MONTHLY Cities

Billing Type  
Contribution

Status Code  
Active

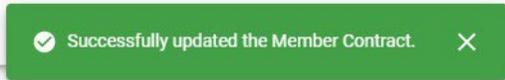
1st Date of Employment  
04/30/2022

Termination Date 📅

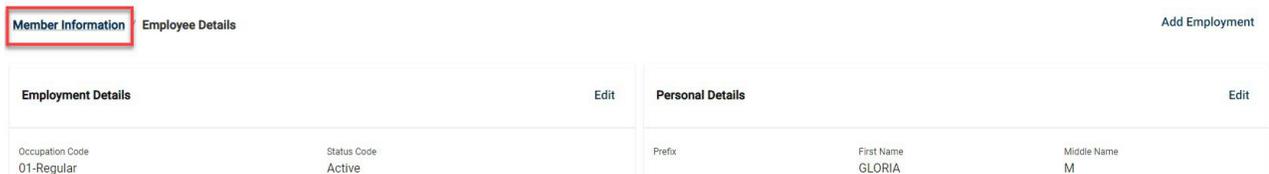
Last Check Date 📅

[Cancel](#) **Save**

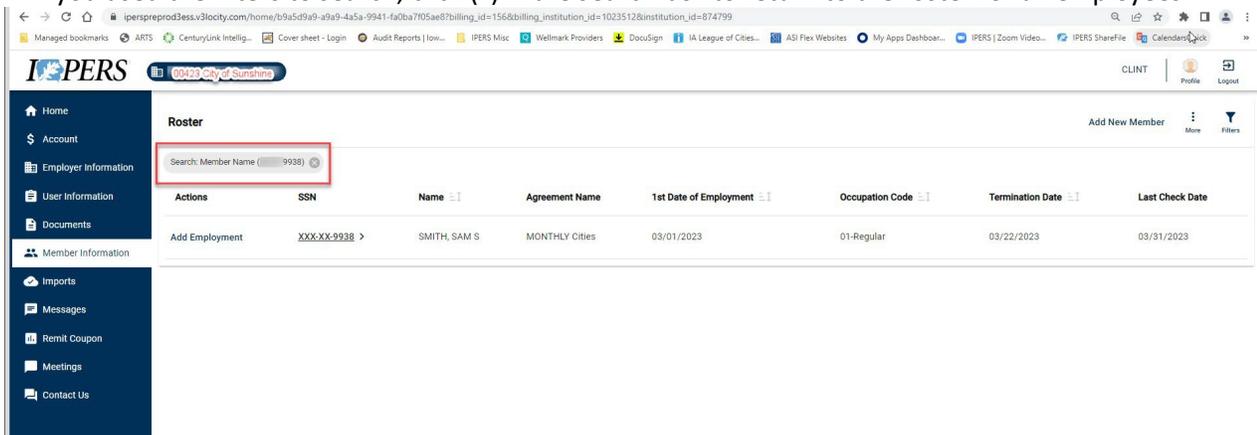
Pop-up confirms update to the members profile and returns you to the Employee Details screen.



\*\*To return to the roster for all employees, click **Member Information** in the header on the left side of the screen.



\*\*If you used the filters to search, click (x) in the search box to return to the roster for all employees



**IMPORTANT:** Always create a new employment record if the member is rehired. IPERS will not allow you to remove the termination and last check date from an employee’s record if that period of employment has been used in a benefit payment.

# Add a New Employment Record

On the I-Que home page, select **Member Information**.

To search for the member by name or social security number, select **Filters**. Type the information into the search box, select **Go**.

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date
Add Employment	XXX-XX-2725 >	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular	
Add Employment	XXX-XX-3728 >	[REDACTED]	MONTHLY Cities	11/10/2021	17-Part-time Elected Officials	
Add Employment	XXX-XX-8221 >	[REDACTED]	MONTHLY Cities	01/13/2020	17-Part-time Elected Officials	
Add Employment	XXX-XX-3921 >	[REDACTED]	MONTHLY Cities	01/13/2020	01-Regular	
Add Employment	XXX-XX-9538 >	[REDACTED]	MONTHLY Cities	01/02/2020	17-Part-time Elected Officials	

In this example, a new employment record will be added for this member. Select **Add Employment** for the member on the Roster.

Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date	Last Check Date
Add Employment	XXX-XX-1000 >	MORNING, GLORIA M	MONTHLY Cities	04/30/2022	01-Regular		
Add Employment	XXX-XX-2725 >	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular		

Enter the new Occupation Code and 1<sup>st</sup> Date of Employment for the member. Select **Next**.

**New Hire** ✕

1 Enrollment ————— 2 Confirmation

Agreement\*  
MONTHLY Cities

Occupation Code\*  
17-Part-time Elected Officials

1st Date of Employment\*  
06/01/2022

Cancel Next

Verify the information and select **Confirm**.

**New Hire** ✕

✓ Enrollment ————— 2 Confirmation

Agreement  
MONTHLY Cities

Occupation Code  
17-Part-time Elected Officials

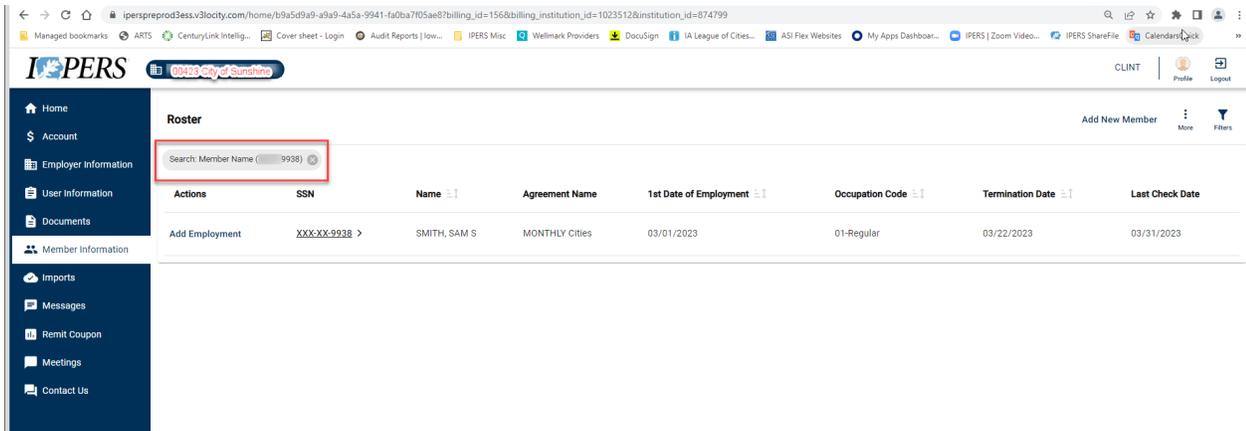
1st Date of Employment  
06/01/2022

Cancel Previous Confirm

Pop-up confirms update to the members profile and returns you to the Employee Details screen.

✓ Successfully updated the Member Contract. ✕

\*\*If you used the filters to search, click (x) in the search box to return to the roster for all employees.



**IMPORTANT:** Always create a new employment record if the member is rehired. IPERS will not allow you to remove the termination and last check date from an employee’s record if that period of employment has been used in a benefit payment.

# Submit a Manual Wage Report

On the I-Que home page, select **Account**.

Find the wage report to be completed, click on the line and make sure it is selected. Select **Trans #** to open the Report.

If you are releasing a Zero Wage Report, use the drop down arrow to select **Edit** on the Wage Report Details/Work Report Summary screen. If not, skip ahead and go on to the step to view/edit the roster.

Fund	Due Calculated	Amount Paid	Amount Owed
ERC	\$0.00	\$0.00	\$0.00
MBRC	\$0.00	\$0.00	\$0.00

Use the drop down arrow, select **Yes**. Select **Save**.

**Wage Report Summary** ✕

Date Received

Processed By

EXEBATCH

Allow \$0 Report Release ▾

Due Date

05/16/2022

Date Released

User Released

Billing Type

Contribution

Report Source

LOB - manual

Cancel

Save

Pop-up confirms changes to work history.



You have successfully updated the work history



Select **Edit** to display all current members on your active roster.

Account / Wage Report Details Release More

Wage Report Details Transaction Details

Wage Report Summary				Financial Summary			
Date Received	Processed By EXEBATCH	Allow \$0 Report Release	Due Date 05/16/2022	Fund	Due Calculated	Amount Paid	Amount Owed
Date Released	User Released	Billing Type Contribution	Report Source LOB - manual	ERC	\$0.00	\$0.00	\$0.00
				MBRC	\$0.00	\$0.00	\$0.00

Work History **Edit** Filters

Errors	Name	SSN	Occupation Code	Start Date	Stop Date	Period Wages	1st Date of Employment	Termination Date	Last Check Date
	Shine, Steve	XXX-XX-6786	01-Regular	04/01/2022	04/30/2022	\$0.00	10/01/1998		
	Morning, Gloria	XXX-XX-8672	01-Regular	04/01/2022	04/30/2022	\$0.00	10/01/2000		
	Fund, Fred	XXX-XX-8221	17-Part-time Elected Officials	04/01/2022	04/30/2022	\$0.00	01/13/2020		

100 ▾ 1 - 10 of 12 Page 1 of 2

Your roster will be displayed. Enter the **Period Wages** for each employee who earned wages during this wage report's period. Select **Save**. Proceed to the steps for releasing the report.

Edit Work History Details Add Member More Filters ×

Errors	SSN	Name	Occupation Code	Start Date	Stop Date	Status Code	Period Wages	1st Date of Employment	Termination Date	Last Check Date
<input type="checkbox"/>	XXX-XX-6786	Shine, Steve	01-Regular	04/01/2022	04/30/2022	Active	\$0.00	10/01/1998		
<input type="checkbox"/>	XXX-XX-8672	Morning, Gloria	01-Regular	04/01/2022	04/30/2022	Active	\$0.00	10/01/2000		

100 ▾ 1 - 12 of 12 Page 1 of 1

Cancel Apply **Save**

*Note: If you have added any new employees to I-Que (under Member Information), you will need to add them to this report.*

Select **Add Member** to add them to this wage report. Enter the employee's SSN by clicking in the SSN field. Click Enter or hit the Tab key.

Errors	SSN	Name	Occupation Code	Start Date	Stop Date	Status Code	Period Wages	1st Date of Employment	Termination Date	Last Check Date
<input type="checkbox"/>										

This populates the search box, select member by clicking the radio button to autofill information into roster line.

Search ✕

---

Sort Name	SSN	Birth Date	Alt Identifier
<input type="radio"/> SHINE, STEVE	XXX-XX-2725	01/01/1960	1502-1381

Select the appropriate **Occupation Code**, enter their **Start Date**, **Period Wages** and **1st Date of Employment** for the new employee. Enter any **Termination Dates** and **Last Check Dates**, if applicable. Select **Save**.

Edit Work History Details Add Member More Filters ✕

<input type="checkbox"/> Errors	SSN	Name	Occupation Code	Start Date	Stop Date	Status Code	Period Wages	1st Date of Employment	Termination Date	Last Check Date
<input type="checkbox"/>	XXX-XX-6786	Shine, Steve	01-Regular	04/01/2022	04/30/2022	Active	\$0.00	10/01/1998		
<input type="checkbox"/>	XXX-XX-8672	Morning, Gloria	01-Regular	04/01/2022	04/30/2022	Active	\$0.00	10/01/2000		

100 ▾ 1 - 12 of 12 Page 1 of 1 >

Cancel Apply **Save**

*Note: If an employee had no wages, leave \$0.00 in the **Period Wages** field or delete the record.*

A pop-up will appear stating you have successfully updated the work history. Verify the amounts owed is correct, select **Release**. If it is not correct you can still fix it prior to clicking release, select **Edit** to make changes to the individuals wages.

**I-PERS** 0423 City of SunShine CLINT Profile Logout

You have successfully updated the work history ✕

Account / Wage Report Details **Release** More

Wage Report Summary View Summary Report Edit

Fund	Due Calculated	Amount Paid	Amount Owed
ERC	\$9,977.71	\$0.00	\$9,977.71
MBRC	\$6,651.22	\$0.00	\$6,651.22
<b>Total of all records</b>	<b>\$16,628.93</b>	<b>\$0.00</b>	<b>\$16,628.93</b>

Work History Edit Filters

Errors	Name	SSN	Occupation Code	Start Date	Stop Date	Period Wages	1st Date of Employment	Termination Date	Last Check Date
		XXX-XX-9671	20-Emergency Medical Service Provider	03/01/2023	03/31/2023	\$1,838.80	02/01/2021		
		XXX-XX-7864	20-Emergency Medical Service Provider	03/01/2023	03/31/2023	\$18.00	06/27/2012		
		XXX-XX-7687	01-Regular	03/01/2023	03/31/2023	\$113.85	04/07/1997		

Follow the prompts to submit the wage report. Select **Confirm**, then **Close**.

**Submit Work Report** ✕

---

Are you sure you want to submit this report?

Cancel **Confirm**

---

**Submit Work Report** ✕

---

Work Report has been submitted successfully.

**Close**

Select **Account** tab at the top to return to the Transactions page and verify the report has been released.

Transactions										Make a Payment	More	Filters
Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status		
<a href="#">120982934 &gt;</a>	04/01/2022	06/01/2022	TBENNET	Wage Report	WAGE REPORT APRIL 2022	Open	Released	\$78.65	\$78.65	Completed		

**Important:** If any wages are incorrect after you release the report, wage adjustments will be necessary to correct them.

To view and print the Wage & Contribution Report, Select **Trans #** next to the wage report (example: *Wage Report April 2022*).

Transactions										Make a Payment	More	Filters
Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status		
<a href="#">120982934 &gt;</a>	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$0.00	\$0.00			

Select **View Summary Report**.

**Account / Wage Report Details** Comments

---

Wage Report Details Transaction Details

**Wage Report Summary**

Date Received 06/01/2022	Processed By EXEBATCH	Allow SO Report Release	Due Date 05/16/2022
Date Released 06/01/2022	User Released TBENNET	Billing Type Contribution	Report Source ESS - manual

[View Summary Report](#)

**Financial Summary**

Fund	Due Calculated	Amount Paid	Amount Owed
ERC	\$47.20	\$0.00	\$47.20
MBRC	\$31.45	\$0.00	\$31.45

Select **Print** or **Download Arrow**, when finished, click the “x” on the pop-up window to return to the Wage Report Details screen, select **Account** screen to return to the Transactions screen.

**Wage & Contribution Report**

Effective Date: 04/01/2022  
 Generated On: 06/01/2022 10:40:02  
 Due Date: 2022-05-16  
 WAGE REPORT APRIL 2022  
 Report Status: Released  
 Trans#: 120982934  
 Date Released: 06/01/2022  
 Member Count: 13  
 Report Source: ESS - manual  
 Page 1 of 3

Employer Name: **00423 City of Sunshine**

**Wage History Summary**

Agreement	Occupation Code	Period Wages	Employer Contributions	Member Contributions	Funds Total
MONTHLY Cities	01-Regular	\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65
MONTHLY Cities	17-Part-time Elected Officials	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals</b>		<b>\$ 500.00</b>	<b>\$ 47.20</b>	<b>\$ 31.45</b>	<b>\$ 78.65</b>

**Cash Summary**

Fund	Due	Paid	Balance
Employer Contributions	\$ 47.20	\$ 0.00	\$ 47.20
Member Contributions	\$ 31.45	\$ 0.00	\$ 31.45
<b>Totals</b>	<b>\$ 78.65</b>	<b>\$ 0.00</b>	<b>\$ 78.65</b>

---

**Wage & Contribution Report**

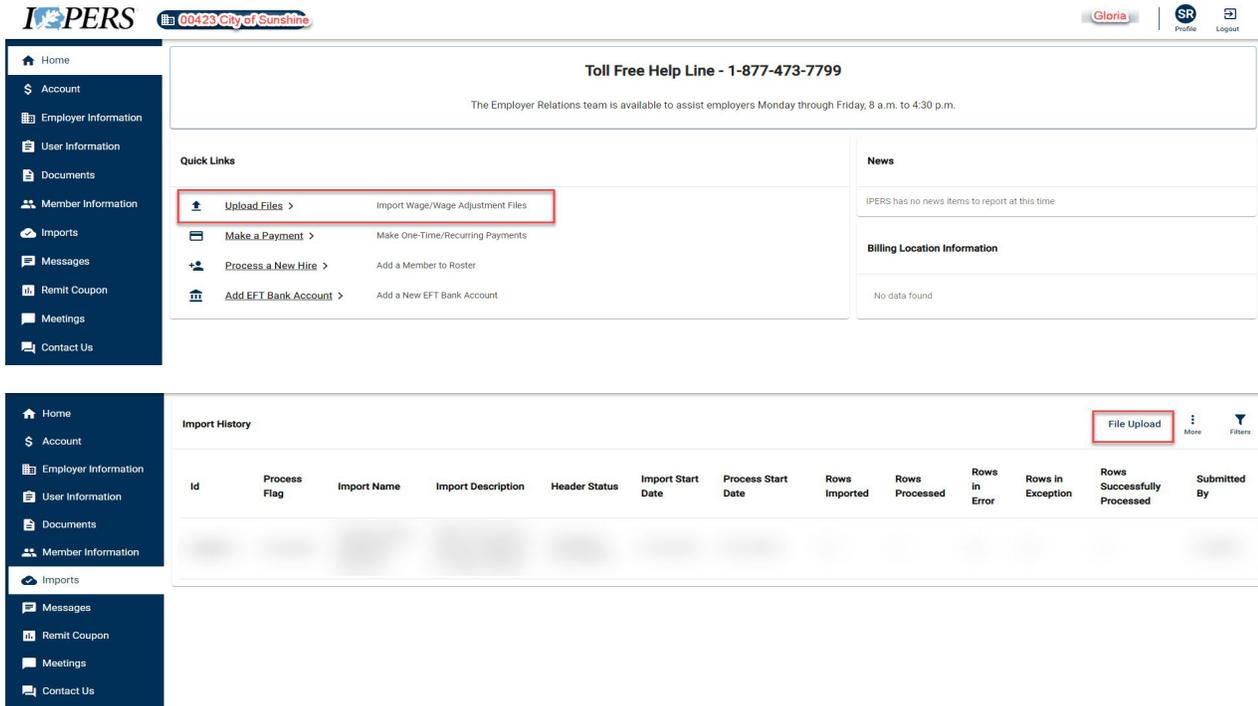
Effective Date: 04/01/2022  
 Generated On: 06/01/2022 10:40:02  
 Due Date: 2022-05-16  
 WAGE REPORT APRIL 2022  
 Report Status: Released  
 Trans#: 120982934  
 Date Released: 06/01/2022  
 Member Count: 13  
 Report Source: ESS - manual  
 Page 2 of 3

Employer Name: **00423 City of Sunshine**

Agreement	Occupation Code	Period Wages	Employer Contributions	Member Contributions	Funds Total
MONTHLY Cities	01-Regular	\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65

# Import a Wage Report

On the I-Que home page, select **Upload Files** from the Quick Links Section or select **Imports** from the sidebar. Then select **File Upload**.



Select **Employer Wage Reporting** from the Import Definition dropdown menu. Select **Browse** to bring in your file for the upload. Enter a **Description** of the file you are uploading. Select **Next**. Select **Next** for Report Source.

**Upload a File** ✕

---

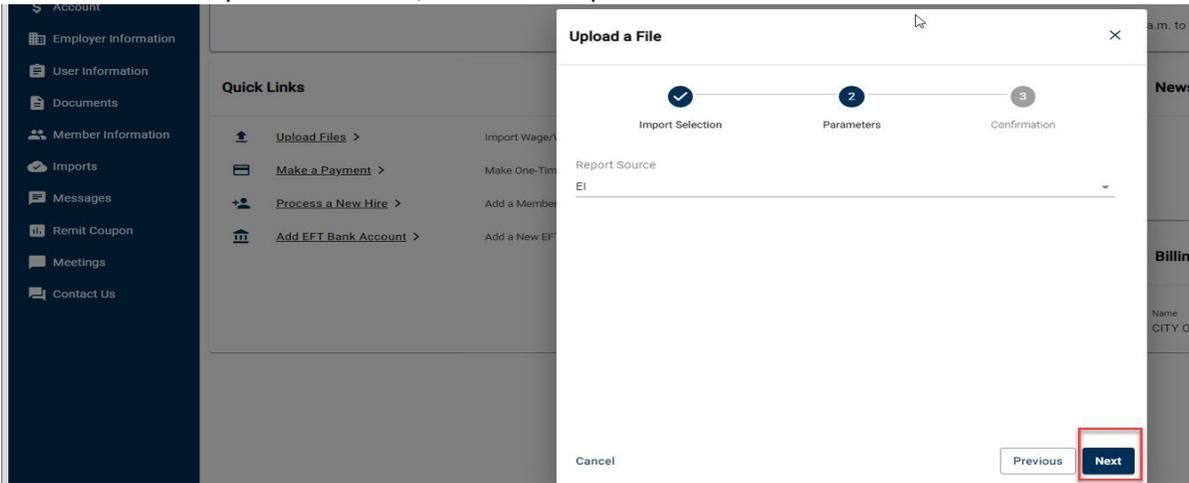
1  
 Import Selection

2  
 Confirmation

BROWSE

Cancel
Next

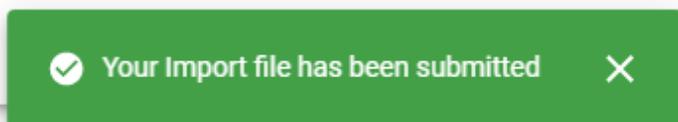
Select **Next** to complete this screen, no entries required.



Verify the information is correct, select **Confirm**.



Pop-up confirms import file has been submitted.



Select **Imports**, to view the uploaded file.

The screenshot shows the I-PERS dashboard for '00423 City of Sunshine'. The left sidebar contains a menu with 'Imports' highlighted. The main content area includes a toll-free help line, quick links for uploading files, making payments, and adding new hires, as well as a news section about the 2023 wage ceiling and billing location information.

To validate the file, select **Id**.

The screenshot shows the 'Import History' table. The first row is highlighted, and the 'Id' column value '275689' is circled in red. The table columns include Id, Process Flag, Import Name, Import Description, Header Status, Import Start Date, Process Start Date, Rows Imported, Rows Processed, Rows in Error, Rows in Exception, Rows Successfully Processed, and Submitted By.

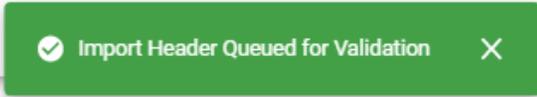
Id	Process Flag	Import Name	Import Description	Header Status	Import Start Date	Process Start Date	Rows Imported	Rows Processed	Rows in Error	Rows in Exception	Rows Successfully Processed	Submitted By
275689	Ready	Employer Wage Reporting	ERID 00423 (2022-04) April 2022 Wage Report	Not Processed	06/01/2022		6					GMORNING

This opens the Imports / File Details screen. Select **Validate** in the top right corner of the screen.

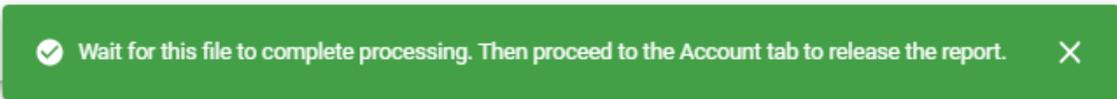
The screenshot shows the 'Imports / File Details' screen. The 'Validate' button is highlighted in the top right corner. The screen displays an 'Import Summary' section with details about the import, including the internal name, header status, process flag, file name, and row counts. Below this is an 'Import Details' table listing individual records with their sequence numbers, statuses, and personal information.

Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	Agency Code	Occupation Code	SSN	Last Name
	1	Not Processed	Yes	1	13310	20220	40	000097500	0
	2	Not Processed	Yes	2	13310		01	444333222	LEARNS
	3	Not Processed	Yes	2	13310		06	444333223	JONES
	4	Not Processed	Yes	2	13310		17	444333224	PIPER
	5	Not Processed	Yes	2	13310		13	444333225	HENRY
	6	Not Processed	Yes	3	13310	20220	40	000000004	

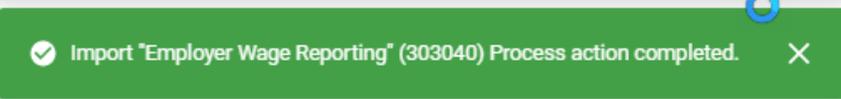
Pop-up confirms file submitted for Validation.



Pop-up confirms file submitted for Processing.



Pop-up confirms the wage report has been processed.



Once validated, Import Header Details should change to “Validated with Exceptions”. Select **Process** to send report over to the Account/Transactions screen.

*\*\*If it doesn't, see the Note in the next step.*

Imports / File Details Validate **Process** More

File Details Standard Import Report

---

**Import Summary**

Import Internal Name Employer Wage Reporting	Description ERID <b>00423</b> (2022-04) -April 2022 Wage Report	Inserted Date 06/01/2022
Import Header Status <b>Validated with Exceptions</b>	Id 275689	Inserted By <b>GMORNIN</b>
Process Flag Validated	Updated By <b>GMORNIN</b>	Updated Date 06/01/2022

File Name  
**00423** April Wage Report 2022.txt

Rows Imported 6	Rows Processed 0	Rows in Error 0
Rows in Exception 0	Rows Successfully Processed 0	Rows Not Processed 2

**Import Details** Edit Filters

Actions	Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	Agency Code	Occupation Code	SSN	Last Name
---------	-----------------	-----------------	---------------	----------	-------------	-------------	-------------	-----------------	-----	-----------

Note: If the **Import Header Status** is **Validated With Errors**, click on one of the lines in the import details, then select **Error/Warnings** under **Actions**.

Imports / File Details Validate Process More

File Details Standard Import Report

Rows Imported 6	Rows Processed 0	Rows in Error 0
Rows in Exception 0	Rows Successfully Processed 0	Rows Not Processed 2

**Import Details** Edit Filters

Actions	Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	Agency Code	Occupation Code	SSN	Last Name
		1	Not Processed	Yes	1	13310	20220	40	000097500	0
<b>Error/Warnings</b>	Warning	2	Validated With Exceptions	Yes	2	13310		01	444333222	LEARNS

This will display the error information.

**Import Detail Error** ✕

---

Reject No	Type	Seq No	Exception Filter	Message	Attribute Name
1	Exception	2	db_error_p	Detail: New Member Created. For SSN 444333222	

---

If you have several errors, it may be best to click the **Standard Import Report** tab. Click link to generate the Standard Import Report.

Imports / File Details Validate Process ⋮ More

File Details Standard Import Report

Import Summary

---

**Imports / Standard Import Report**

File Details Standard Import Report

[Click here to generate Standard Import Report >](#)

Verify the information you are requesting under Detail Record Status, can change using the dropdown menu. Select **Done**.

**REQUEST DOCUMENT** ✕

---

**1**  
Enter Details

Please enter the following details for this request

Import Header ID  
275689

Import Name  
Employer Wage Reporting

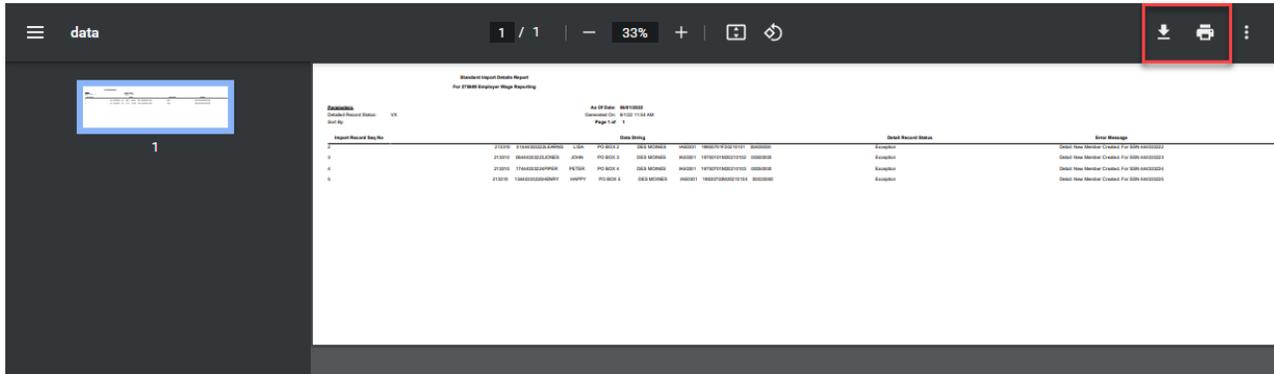
Detail Record Status  
Validated With Errors

Datastring View  
Detail

Sort By  
Record Seq No

Cancel **Done**

Download or print the report.



Make the corrections for the errors on the Standard Import Report either in the member’s account or in the File Details screen shown below. If it is an issue with the report you uploaded, you may need to upload a new file.

Select **Validate**, to re-validate your file. When all errors are fixed the **Import Detail Status** should reflect **Validated with Exceptions** or **Validated Successful**. Please note, it may not always be necessary to upload a new file.

Imports / File Details Validate Process ⋮ More

---

File Details Standard Import Report

Rows Imported 6	Rows Successfully Processed 0	Rows Not Processed 2
Rows in Exception 0	Rows Successfully Processed 0	Rows Not Processed 2

**Import Details** Edit ⌵ Filters

Actions	Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	Agency Code	Occupation Code	SSN	Last Name
		1	Not Processed	Yes	1	13310	20220	40	000097500	0
Error/Warnings	Warning	2	Validated With Exceptions	Yes	2	13310		01	444333222	LEARNS

Once the imported file reflects **Validated with Exceptions** or **Validated Successful**, select **Process**.

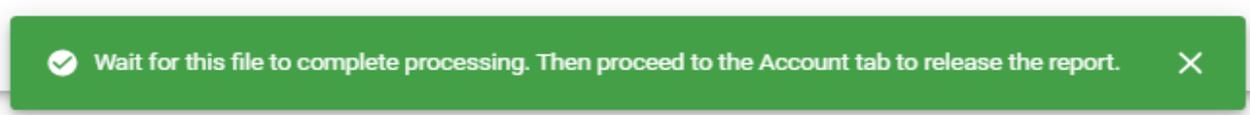
Imports / File Details Validate **Process** ⋮ More

---

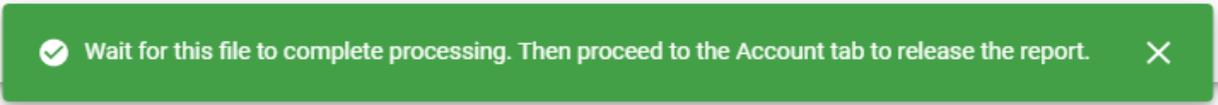
File Details Standard Import Report

**Import Summary**

Pop-up confirms file submitted for Processing.



Pop-up confirms the wage report has been processed.



The status of your imported file should now be **Processed with Exceptions** or **Processed Successfully**. Click **Account** to view and release your report.

**Imports / File Details** Download

File Details Standard Import Report

---

**Import Summary**

Import Internal Name Employer Wage Reporting	Description ERID <b>00423</b> (2022-04) -April 2022 Wage Report	Inserted Date 06/01/2022
Import Header Status Processed with Exceptions	Id 275689	Inserted By <b>GMORNIN</b>
Process Flag Completed	Updated By <b>GMORNIN</b>	Updated Date 06/01/2022

---

File Name  
**00423** April Wage Report 2022.txt

Rows Imported 6	Rows Processed 4	Rows In Error 0
Rows in Exception 4	Rows Successfully Processed 0	Rows Not Processed 2

---

**Import Details** Filters

Select **Trans #** for the report.

**Transactions** Make a Payment More Filters

Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
120985432 >	04/14/2022			Payment	Dep.Dt 04/14/2022-Chk# -Tr# 120985432	Closed		(\$287.46)	\$0.00	
120983221 >	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$39.33	\$39.33	

Verify the amounts correctly match your check. Select **Release**.

**Account / Wage Report Details** Release More

Wage Report Details Transaction Details

---

<b>Wage Report Summary</b>				View Summary Report <span style="margin-left: 10px;">Edit</span>		<b>Financial Summary</b>				
Date Received 06/02/2022	Processed By EXEBATCH	Allow \$0 Report Release	Due Date 05/16/2022			<b>Fund</b>	<b>Due Calculated</b>	<b>Amount Paid</b>	<b>Amount Owed</b>	
Date Released	User Released	Billing Type Contribution	Report Source ESS - Import			ERC	\$23.60	\$0.00	\$23.60	
						MBRC	\$15.73	\$0.00	\$15.73	

---

**Work History** Edit Filters

Errors	Name	SSN	Occupation Code	Start Date	Stop Date	Period Wages	1st Date of Employment	Termination Date	Last Check Date
	Morning, Glorina >	XXX-XX-1000	01-Regular	04/01/2022	04/30/2022	\$250.00	07/01/2018		

Select **Confirm**.

Submit Work Report



Are you sure you want to submit this report?

Cancel



Select **Close**.

Submit Work Report



Work Report has been submitted successfully.



Select **Account** to go to the Transactions screen.

Account / Wage Report Details Release

Wage Report Details Transaction Details

Wage Report Summary				View Summary Report	Edit	Financial Summary			
Date Received 06/02/2022	Processed By EXEBATCH	Allow SO Report Release	Due Date 05/16/2022			Fund	Due Calculated	Amount Paid	Amount Owed
Date Released	User Released	Billing Type Contribution	Report Source ESS - import			ERC	\$23.60	\$0.00	\$23.60
						MBRC	\$15.73	\$0.00	\$15.73

On the Transactions screen, verify the report has been released under the Report Status.

Transactions Make a Payment

Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
120985432 >	04/14/2022			Payment	Dep.Dt 04/14/2022-Chk# -Tr# 120985432	Closed		(\$287.46)	\$0.00	
120983221 >	04/01/2022	06/02/2022	GMORNIN	Wage Report	WAGE REPORT APRIL 2022	Open	Released	\$39.33	\$39.33	Completed

To view and print the Wage & Contribution Report, Select **Trans #** next to the wage report (example: *Wage Report April 2022*).

Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
120982934 >	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$0.00	\$0.00	

Select **View Summary Report**.

Account / Wage Report Details Comments

---

Wage Report Details Transaction Details

**Wage Report Summary**

Date Received: 06/01/2022	Processed By: EXEBATCH	Allow \$0 Report Release	Due Date: 05/16/2022
Date Released: 06/01/2022	User Released: TBENNET	Billing Type: Contribution	Report Source: ESS - manual

**View Summary Report**

**Financial Summary**

Fund	Due Calculated	Amount Paid	Amount Owed
ERC	\$47.20	\$0.00	\$47.20
MBRC	\$31.45	\$0.00	\$31.45

Select **Print** or **Download Arrow**, when finished, click the “x” on the pop-up window to return to the Wage Report Details screen, select **Account** screen to return to the Transactions screen.

**Wage & Contribution Report**

Employer Name: **00423 City of Sunshine**

Effective Date: 04/01/2022  
 Generated On: 06/01/2022 10:40:02  
 Due Date: 2022-05-16  
 WAGE REPORT APRIL 2022  
 Report Status: Released  
 Trans#: 120982934  
 Date Released: 06/01/2022  
 Member Count: 13  
 Report Source: ESS - manual

Page 1 of 3

**Wage History Summary**

Agreement	Occupation Code	Period Wages	Employer Contributions	Member Contributions	Funds Total
MONTHLY Cities	01-Regular	\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65
MONTHLY Cities	17-Part-time Elected Officials	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Totals</b>		<b>\$ 500.00</b>	<b>\$ 47.20</b>	<b>\$ 31.45</b>	<b>\$ 78.65</b>

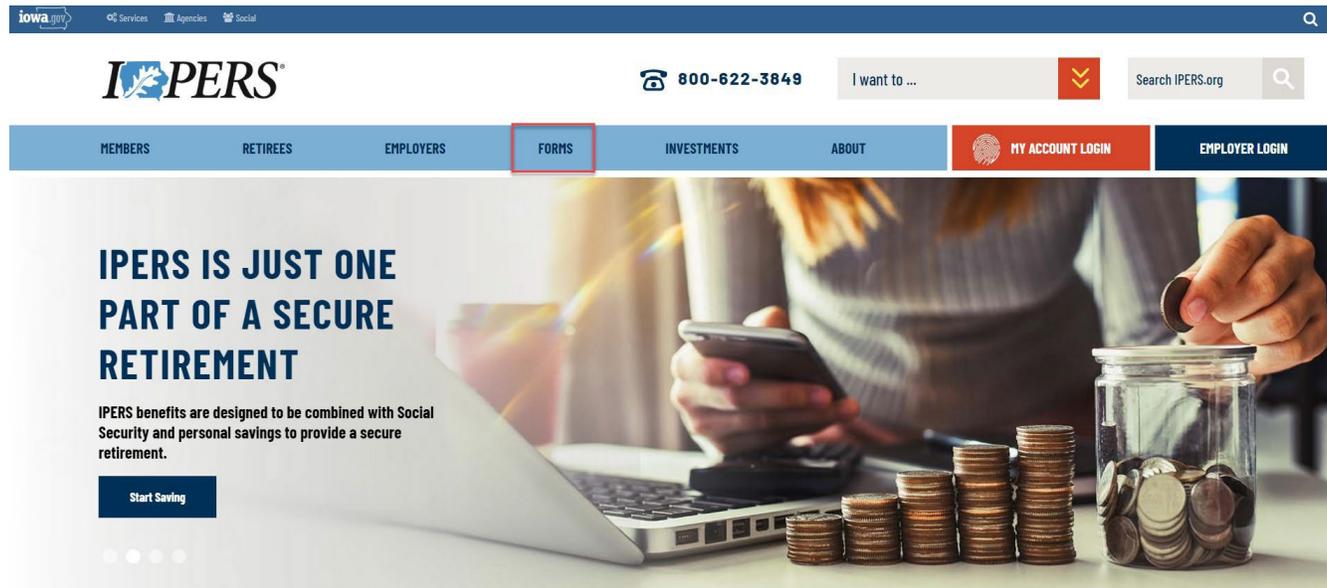
**Cash Summary**

Fund	Due	Paid	Balance
Employer Contributions	\$ 47.20	\$ 0.00	\$ 47.20
Member Contributions	\$ 31.45	\$ 0.00	\$ 31.45
<b>Totals</b>	<b>\$ 78.65</b>	<b>\$ 0.00</b>	<b>\$ 78.65</b>

Page 2 of 3

# Import a Wage Adjustment

Go to [www.ipers.org](http://www.ipers.org) and select **Forms**.



Scroll to the bottom of the Employer Forms webpage. Select **Wage Adjustment Import Spreadsheet**.

Forms		
<b>MEMBER</b> <span style="float: right;">+</span>		
<b>RETIREE</b> <span style="float: right;">+</span>		
<b>EMPLOYER</b> <span style="float: right;">-</span>		
<p><b><u>Close or Merge Employer Account</u></b> This form notifies IPERS that you are closing an account or merging an account with another one.</p> <p><b><u>Employer Account/Reporting Official Demographics</u></b> Use this form to change your designated reporting official, and to add or update contact information for your employer.</p> <p><b><u>Request for Extension</u></b> Complete this form to ask us to extend the deadline for a monthly wage report or contribution payment. You can avoid late fees if you receive an extension before the deadline.</p> <p><b><u>Wage Adjustment Import Spreadsheet</u></b> Use this template to create and save a spreadsheet to your computer. You can then export the spreadsheet to IPERS through I-Que.</p>	<p><b><u>Election for Termination of IPERS Coverage</u></b> For some public employees who can opt out of IPERS within the first 60 days of employment.</p> <p><b><u>Employer Enrollment Application</u></b> Submit this form to establish an IPERS employer account if you are not currently an IPERS-covered employer. We use the information on this form to determine eligibility.</p> <p><b><u>Request for Waiver of Fee/Interest Charges</u></b> Use this form to ask us to waive fees or interest charged to your employer account, such as fees assessed for late wage reports or contributions.</p> <p><b><u>Wage Report Due Date Change</u></b> Submit this form if you do not have wages to report for one or more full calendar months and you want to change the reporting deadline to a future date. We do not assess late charges if we receive the form before the reporting deadline. You may file a wage report indicating</p>	<p><b><u>Electronic Wage Reporting Waiver</u></b> Submit this form if you are unable to file reports electronically. Processing fees may be waived in extenuating circumstances.</p> <p><b><u>Periodic Wage Detail</u></b> Only employers who provide their wage reports on paper should use this form. You should include the Employer Wage Reporting Summary form with your reports. <i>NOTE: You do not need to use this form if you use I-Que to report electronically.</i></p> <p><b><u>Section 125 Plan Certification</u></b> Use this form to certify that your organization's Section 125 plan (cafeteria plan) meets the requirements in Internal Revenue Code Section 125. Forms are due to IPERS by December 31.</p> <p><b><u>Wage Reporting Adjustments</u></b> Use this form to request corrections to wages that were unreported or erroneously reported during a previous quarter.</p>

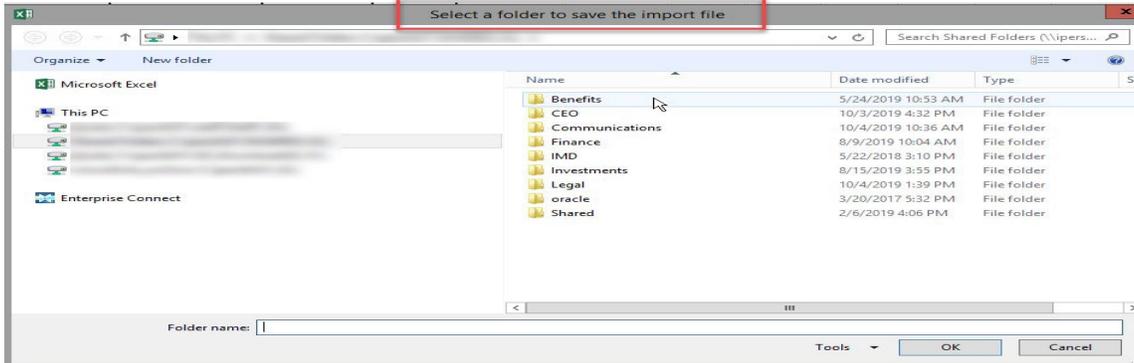
Select the **Import Data** tab to add information about your wage adjustment.

Instructions for completing Wage Adjustment Import File	
A	B
<a href="#">Instructions for completing Wage Adjustment Import File</a>	
Employer ID	Five-digit employer ID assigned to the employer account.
SSN	Nine-digit social security number for member whose wages you are adjusting. Enter numbers only; do not include hyphens.
Occupation Code	Occupation code assigned to employment type. See Section 5 of IPERS' Employer Handbook or IPERS' Web site for a complete list of occupation codes.
From Date	The first date of the reporting period of the adjustment in the format MMDDYYYY. This will be the first date of the quarter if the adjustment is for a reporting period before July 1, 2008, or the first date of the month for a reporting period after July 1, 2008. Do not include hyphens or slashes.
To Date	The last date of the reporting period of the adjustment in the format MMDDYYYY. This will be the last date of the quarter if the adjustment is for a reporting period before July 1, 2008, or the last date of the month for a reporting period after July 1, 2008. Do not include hyphens or slashes.
Wage Adjustment Amount	The dollar amount that you are increasing or decreasing the originally reported wages by. Include a negative sign in front of the dollar amount when decreasing wages.
Final Wages	The sum of the originally reported wages and the wage adjustment amount in the previous two columns. Must be at least \$0.00.
Adjustment Reason Code	The reason code number for the wage adjustment from the list below.
Corrected SSN	If correcting wages reported under an incorrect SSN, enter the correct SSN here.
When completely done, hit "Create Import File" button. This will save this file to your desktop.	The Wage Adjustment Report will now be available to process using the import feature of I-Que.

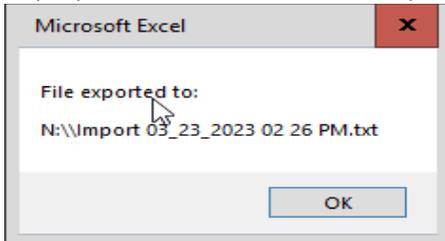
Enter the information exactly as requested (a sample header line is shown below) or the file will not process correctly when imported. When finished, select the blue **Create Import File** to export the file to your desired location.

Employer ID	SSN	Occupation Code	From Date (MMDDYYYY)	To Date (MMDDYYYY)	Wage Adjustment Amount	Final Wages	Adjustment Reason Code	Corrected SSN
425	654654666	01	06012018	06302018	\$1,000.00	\$3,356.56	03	

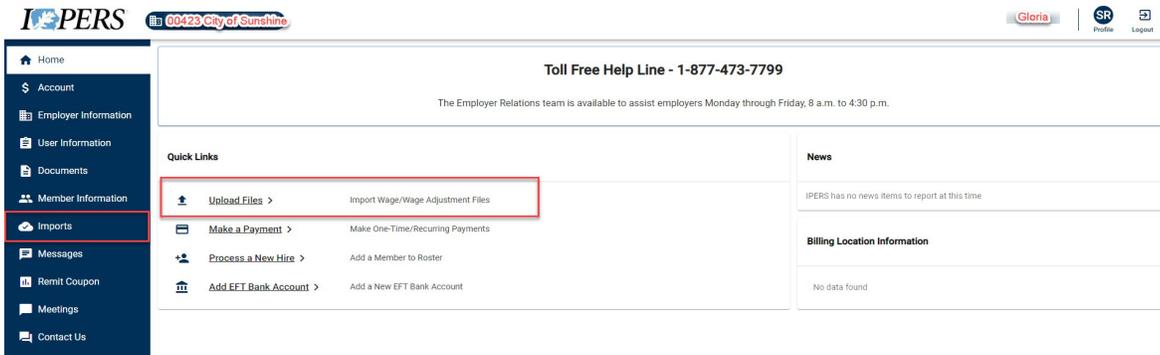
Select folder to save this file on your computer. Select **OK** and close the Wage Adjustment Import Spreadsheet.



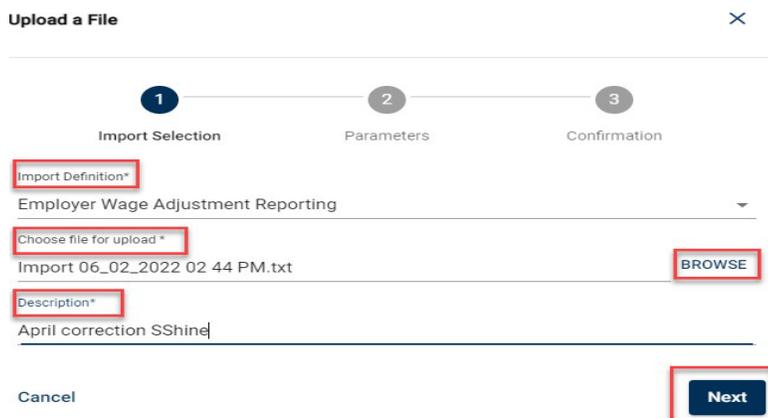
Pop-up confirms where file was exported to.



Now that you have created your wage adjustment import file, log in to I-Que. On the I-Que home page, select **Upload Files** from Quick Links or **Imports** from the menu.



Complete the Upload a File wizard. Select **Next**.



Select **Next**. Nothing to select or enter in this section, only pulling over report source.

**Upload a File** ✕

---

Import Selection ✓   Parameters 2   Confirmation 3

Report Source  
EI

Cancel   Previous   **Next**

Confirm the information. Select **Confirm**.

**Upload a File** ✕

---

Import Selection ✓   Parameters ✓   Confirmation 3

Import Definition  
Employer Wage Adjustment Reporting

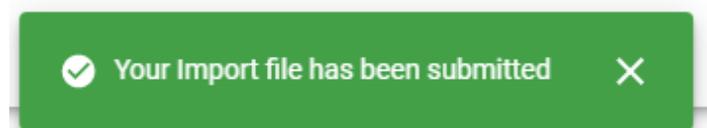
file name  
Import 06\_02\_2022 02 44 PM.txt

Description  
April correction SShine

Report Source  
EI

Cancel   Previous   **Confirm**

A message will appear indicating that the file has been submitted.



To validate the Wage Adjustment Import file, select **Imports**.

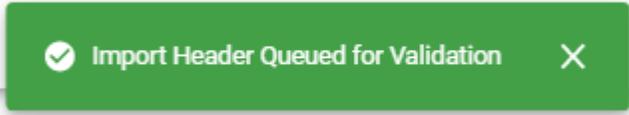
Find the file and select number under **ID** in Import History.

Import History												
												File Upload
												More
												Filters
ID	Process Flag	Import Name	Import Description	Header Status	Import Start Date	Process Start Date	Rows Imported	Rows Processed	Rows in Error	Rows in Exception	Rows Successfully Processed	Submitted By
275704 >	Ready	Employer Wage Adjustment Reporting	ERID00423 :April correction SSHine	Not Processed	06/02/2022		3					GMORNIN

The File Details screen opens. Select **Validate**.

Errors/Warnings	Sequence Number	Detail Status	Re-submit	Record Type	Employer ID	SSN	Agency Code	Occupation Code	From Date	To Date	Adjustment Sign	#
	1	Not Processed	Yes	1	55303	+00000050	000					
	2	Not Processed	Yes	2	55303	100012725		01	20220401	20220430	+	0
	3	Not Processed	Yes	3	55303	00001						

Pop-up confirms the file has been sent for Validation.



Check the **Import Header Status** of the file (F5 to refresh the screen). If it Validates with Errors, you must correct them before processing the adjustment.

Imports / File Details Validate Process More

File Details Standard Import Report

**Import Summary**

Import Internal Name Employer Wage Adjustment Reporting	Description ERID 00423 :April correction SShine	Inserted Date 06/02/2022
<b>Import Header Status Validated Successfully</b>	Id 275704	Inserted By GMORNIN
Process Flag Validated	Updated By GMORNIN	Updated Date 06/02/2022

Select **Error/Warnings** next to the row that shows as **Validated with Errors**. Research to correct errors or contact IPERS Employer Relations at 877-473-7799.

Imports / File Details Download

File Details Standard Import Report

**Import Summary**

Import Internal Name Employer Wage Adjustment Reporting	Description ERID 55303 :April correction SShine	Inserted Date 06/02/2022
Import Header Status Validated with Errors	Id 275704	Inserted By TBENNET
Process Flag Queued Validation Request	Updated By TBENNET	Updated Date 06/02/2022

File Name  
Import 06\_02\_2022 02 44 PM.txt

Rows Imported 3	Rows Processed 0	Rows in Error 0
Rows in Exception 0	Rows Successfully Processed 0	Rows Not Processed 2

**Import Details** Filters

Actions	Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	SSN	Agency Code	Occupation Code	From Date	To Date	Adjustm
		1	Not Processed	Yes	1	55303	+00000050	000				
<b>Error/Warnings</b>	Error	2	Validated With Errors	Yes	2	55303	100012725		01	20220501	20220430	+
		3	Not Processed	Yes	3	55303	00001					

Once errors have been corrected, re-validate your file. The file status should read “Validated Successfully”. Select **Process**.

Imports / File Details Validate **Process** More

File Details Standard Import Report

**Import Summary**

Import Internal Name Employer Wage Adjustment Reporting	Description ERID 00423 :April correction SShine	Inserted Date 06/02/2022
<b>Import Header Status Validated Successfully</b>	Id 275704	Inserted By GMORNIN
Process Flag Validated	Updated By GMORNIN	Updated Date 06/02/2022

Pop-up confirms the file was sent for processing.

✓
Wait for this file to complete processing. Then proceed to the Account tab to release the report.
✕

Go to the **Account** screen, select **Trans #** to submit the adjustment.

Home Account Make a Payment More Filters

Employer Information User Information Documents

**Transactions**

Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
<b>120986240 &gt;</b>	06/02/2022			Wage Adj.	Wage Adjustment	Open	Initial	\$78.65	\$78.65	

Select **Release** to submit file to IPERS.

Account / Wage Report Details **Release** More

Wage Report Details Transaction Details

**Wage Report Summary** View Summary Report Edit

Date Received 06/02/2022	Processed By GMORNIN	Allow \$0 Report Release	Due Date
Date Released	User Released	Billing Type Contribution	Report Source ESS - import

**Financial Summary**

Fund	Due Calculated	Amount Paid	Amount Owed
ERC	\$47.20	\$0.00	\$47.20
MBRC	\$31.45	\$0.00	\$31.45

Select **Confirm**.

Submit Work Report



Are you sure you want to submit this report?

Cancel

Confirm

Review the details in the Information box. Select **Close**.

Submit Work Report



**i Information**

This wage adjustment has been submitted to IPERS for processing. Amount due or credit will be sent on your next monthly statement.

Close

A workflow request will be submitted to IPERS and your adjustment should be released within 24-48 hours.

# Add a Financial Institution

On the I-Que home page, select **Add EFT Bank Account** from the Quick Links.

Enter the New Payment Account Information. Select **Next**

Scroll down to the bottom and enter your name and title in the boxes. Select **Next**.

**New Payment Account**



Please read the following information and accept the agreement to proceed.



**EMPLOYER/RECEIVER AUTHORIZATION AND AGREEMENT FOR ACH DEBIT**

Originator: IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM --- ACH Company ID: 9420932069

The Employer/Receiver hereunder, **City of Sunshine** (EMPLOYER), hereby authorizes IPERS to initiate both recurring and single entry debit entries to EMPLOYER'S Checking Account indicated below at the depository financial institution named below ("DEPOSITORY"), and to debit the same to such account. EMPLOYER acknowledges that the origination of ACH transactions to said account must comply with the provisions of U.S. law and the rules of the National Automated Clearinghouse Association ("NACHA") and agrees that transactions hereunder shall be in the NACHA CCD format.

Depository Name: **Money Tree Bank**

Routing Number: 064000017

Account Number: XXXX4537

EMPLOYER acknowledges and agrees that it has the sole responsibility to ensure that the bank account listed above will be open to accept transactions hereunder, that sufficient funds will be maintained in that account to cover said transactions, and that it has verified that DEPOSITORY is capable of complying with the U.S. laws and NACHA rules governing transactions hereunder. If you have a debit block on your account, please notify your financial institution to allow IPERS' ACH Company ID 9420932069 to debit the account. This authorization shall remain in full force and effect until IPERS has received written notification of its termination from EMPLOYER. The termination notice may be delivered by e-mail, facsimile, or first class mail, provided that the delivery of such termination notice shall provide IPERS and DEPOSITORY a reasonable opportunity to act on it.

Employer Name: CITY OF **Sunshine**

Employer ID No: **00423**

Date Accepted\*

06/01/2022



Person Accepted\*

Person Accepted is required

Person Accepted Title\*

Person Accepted Title is required

Cancel

Previous

**Next**

Review and select **Confirm** or **Previous** to make any corrections.

**New Payment Account** ×

---

Please review and confirm your payment method details.

Routing Number 064000017	Bank Name <b>Money Tree Bank</b>
Account Number XXXX4537	Account Type Checking
Description Checking Account	Agreement Accepted Date 06/01/2022
Accepted By Gloria Morning	Accepted Person's Title Clerk

Cancel Previous **Confirm**

Click link to **View and Print** ACH Authorization. Select **Close** to return to the home screen.

**New Payment Account** ×

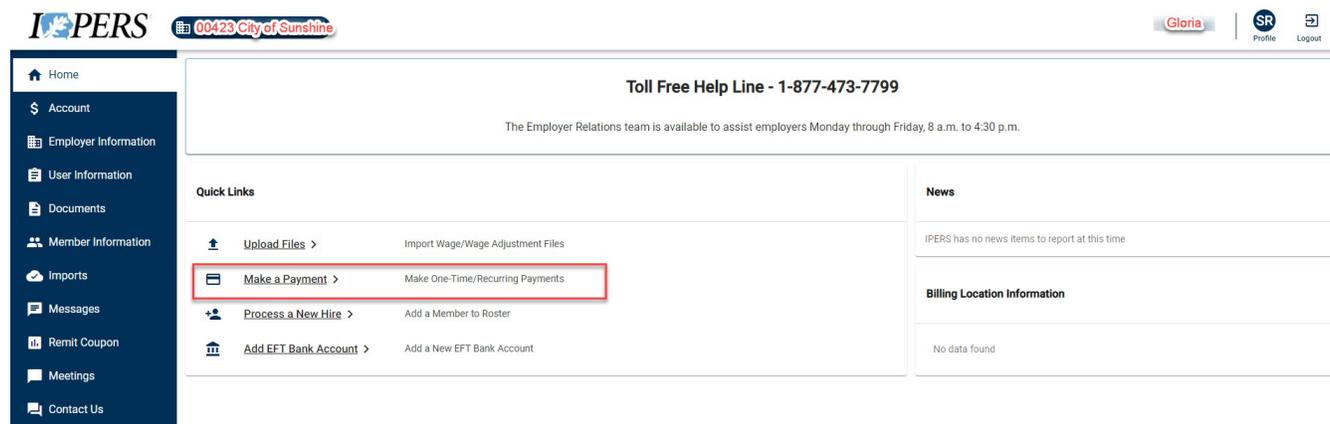
---

[Click here to view and print ACH Authorization >](#)

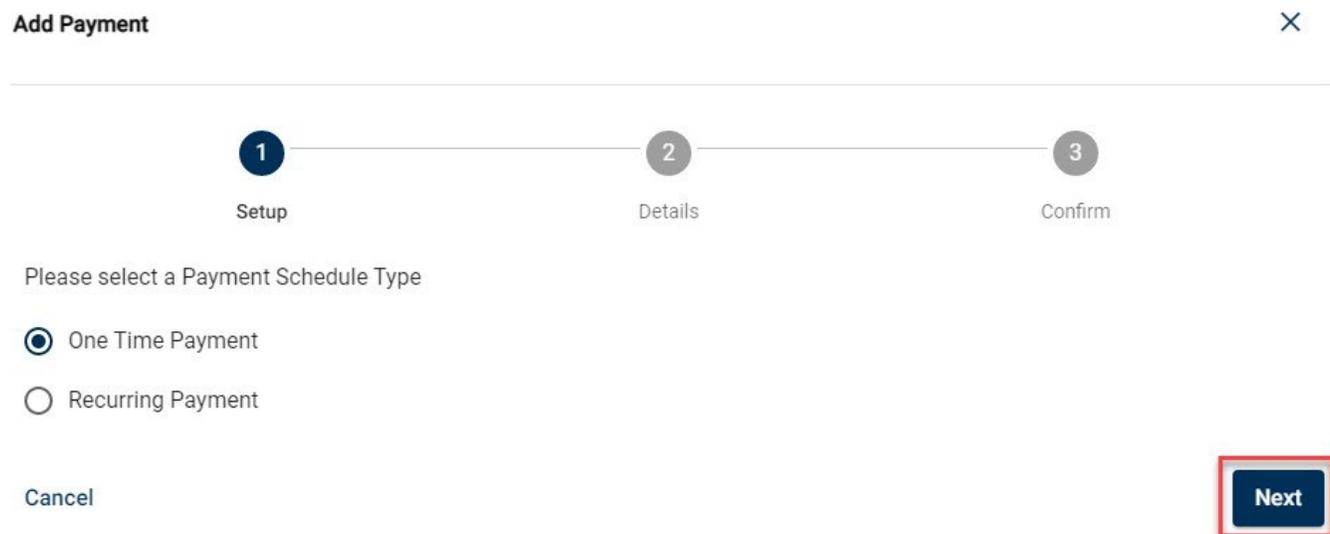
Close

# Make an Online EFT Payment

On the home page, select **Make a Payment** under the Quick Links.



From the pop-up box, select **One Time Payment** or **Recurring Payment** and then select **Next**.



The **Add Payment Wizard** will open. Fill in the **Payment Amount**, **Payment Date**, **Description** and **Payment Account**.

- To make the payment immediately, leave the **Payment Date** as is.
- To schedule this payment for some time in the future, select the date you wish IPERS to be paid from the drop-down.

Select **Next**.

**Add Payment** ×

---

**Warnings**

- The outstanding balance is: \$39.33.

Setup — 2 Details — 3 Confirm

Enter Payment Details:

Payment Amount\*

---

Payment Date\*

06/02/2022 📅

---

Description

---

Payment Account\* ▼

---

Cancel Previous **Next**

Verify payment details. Select **Confirm**.

**Add Payment** ×

---

Please review your payment details:

Payment Amount  
\$40.00

Payment Date  
06/02/2022

Description  
April 2022

Payment Account  
Checking Account

Cancel Previous **Confirm**

A confirmation message will display. Click link to view and print payment summary.

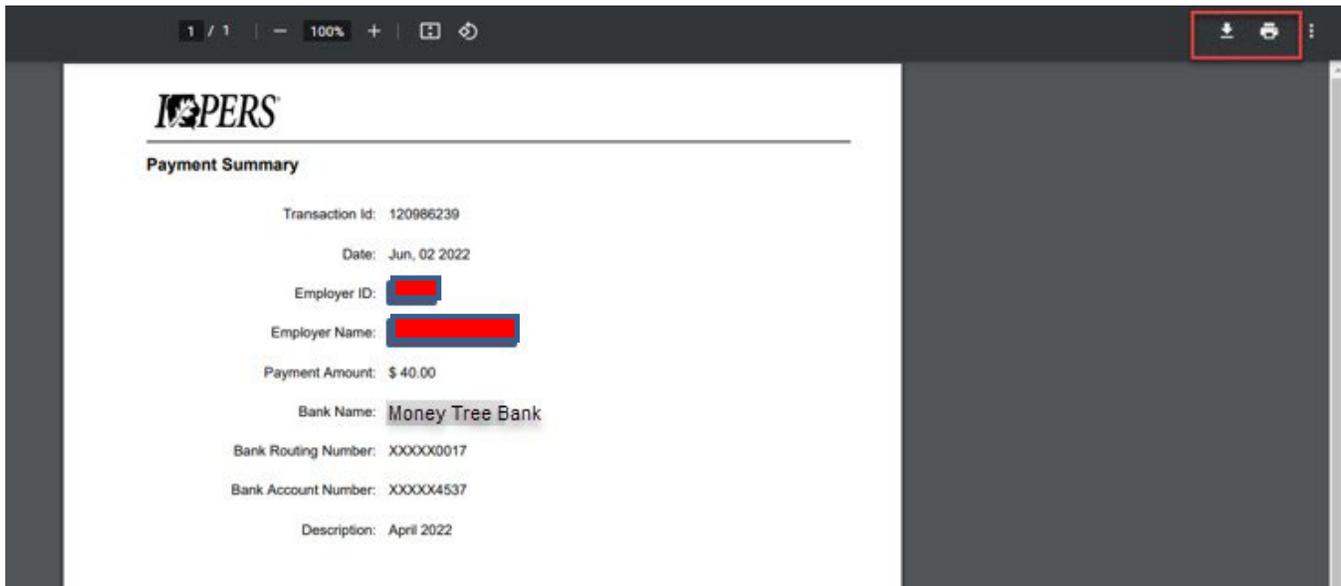
**Add Payment** ×

---

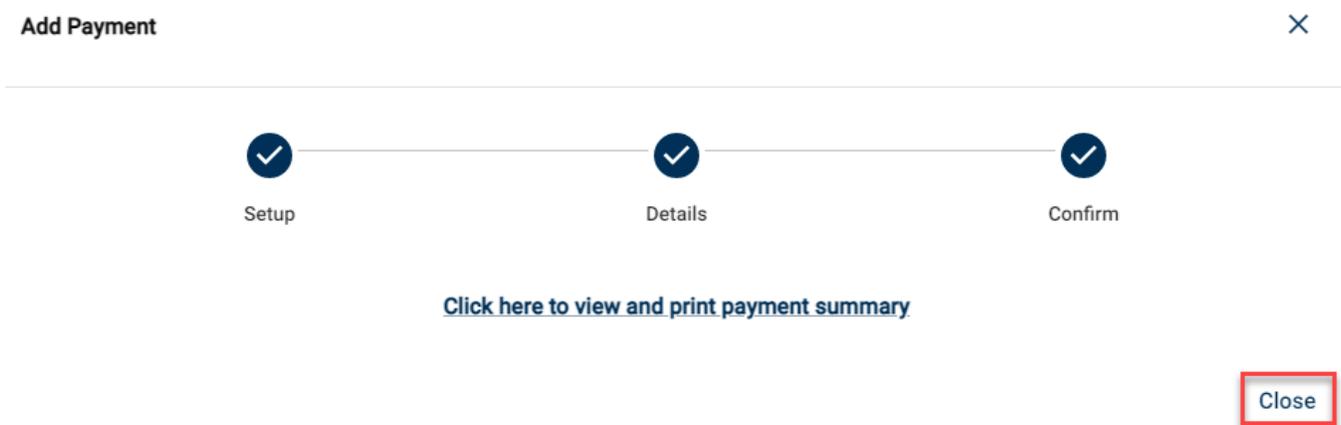
[Click here to view and print payment summary](#)

Close

The **Payment Summary** will display. Select **Download Arrow** or **Print**. Click on “x” to close out of the Payment Summary in the upper right corner of the window tab. If clicking on print does not work, click Ctrl-P for a print screen before “x” out of screen.



Select **Close**. This returns you to the I-Que Home Page.



Select **Account** to verify your payment. It will appear here if you did not schedule this payment with a future date.

Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
120986239 >	06/02/2022			Payment	Dep Dt 06/02/2022-Chk# -Tr# 120986239	Open		(\$40.00)	(\$40.00)	

To view your scheduled payments or see your EFT payment History, scroll down on the Transactions page to **Payment Schedules**. This should reflect the scheduled payment.

Bank Account	Payment Order Status	Description	Payment Amount	Frequency	Payment Account Name	Start Date	Stop Date	Next Payment Date	Previous Payment Date	Inserted Date	Inserted By	Updated Date
[Redacted] Bank Checking Account	Active	Additional Payment for April	\$40.00	One-Time Payment	EFT Payment Account	06/20/2022			06/20/2022	06/02/2022	[Redacted]	
[Redacted] Bank Checking Account	Closed	April 2022	\$40.00	One-Time Payment	EFT Payment Account	06/02/2022			06/02/2022	06/02/2022	[Redacted]	06/02/2022
BANK (Checking) XXXXX0946	Closed		\$287.46	One-Time Payment	EFT Payment Account	04/14/2022				04/14/2022	00429GMORNN	04/14/2022

# View or Update Employer Information

On the I-Que home page, select **Employer Information**.

The screenshot shows the I-PERS home page for user Gloria. The left sidebar contains a menu with 'Employer Information' highlighted in a red box. The main content area features a toll-free help line number (1-877-473-7799) and a 'Quick Links' section with options like 'Upload Files', 'Make a Payment', 'Process a New Hire', and 'Add EFT Bank Account'. There is also a 'News' section and a 'Billing Location Information' section.

On this screen you can update the Employer Demographics, Employer Address, Employer Contact Information and add a Contact.

The screenshot shows the 'Employer Information' page for 'City of Sunshine'. It includes several sections:
 

- Employer Demographics:** A table with fields for Employer ID (00423), Federal Tax No (51-54321009), County Number (55), Employer Status (Active), and Updated Date (11/02/2018). An 'Edit' button is highlighted in a red box.
- Employer Address:** Fields for Permanent address (PO BOX 215, 105 2ND ST S, Sunshine IA 50321) with an 'Edit' button highlighted in a red box.
- Employer Contact Info:** Fields for Work Phone (US • (888) 888-8888), Fax ((888) 888-8888), and Email (gmorning@gmail.com). An 'Edit' button is highlighted in a red box.
- Contacts:** A table with columns for Contact Role, Name, Phone, Fax, and Email. An 'Add Contact' button is highlighted in a red box. The table contains one entry for 'Gloria Morning' with phone numbers (888) 888-8888 and (515) 681-7882, and email gmorning@gmail.com.

Update the information under Modifying An Existing Address. Select **Next**.

### Modifying An Existing Address ✕

1 Enter Details      2 Confirm

Please fill in all the information and hit Next to update your records.

Address Type\*  
Permanent

Mailing Address\*  
PO BOX 100

Apt/Ste/Other  
105 2ND ST S

Care Of/POA

Zip\*      City\*      County  
50483-0215      **Sunshine**      KOSSUTH

Cancel      Next

Verify Address Information, select the radio button next to the address. Select **Use Selected Address**.

### Verify Address Information

We suggest using our recommended address to ensure accurate postal delivery.

Address (Permanent)

105 2ND ST SE  
ALTOONA, IA 50009-1809

Use Selected Address      Skip      Cancel

Select **Next**.

**Modifying An Existing Address** ✕

---

1 ————— 2  
Enter Details Confirm

Please fill in all the information and hit Next to update your records.

Address Type\*  
Permanent

Mailing Address\*  
105 2ND ST SE

Apt/Ste/Other

Care Of/POA

Zip\* City\* County  
50009-1809 ALTOONA POLK

Cancel **Next**

Select **Confirm**.

**Modifying An Existing Address** ✕

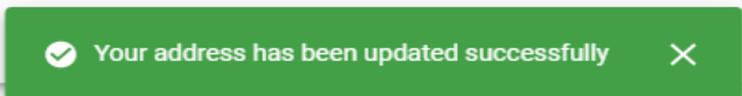
---

✓ ————— 2  
Enter Details Confirm

Permanent  
105 2ND ST SE  
ALTOONA, IA 50009-1809

Cancel Previous **Confirm**

Pop-up confirmation



# View or Update Delivery Preference

On the I-Que home page, select **Employer Information**.

**I-PERS** 00423 City of Sunshine Gloria Profile Logout

Home Account **Employer Information** User Information Documents Member Information Imports Messages Remit Coupon Meetings Contact Us

**Toll Free Help Line - 1-877-473-7799**  
The Employer Relations team is available to assist employers Monday through Friday, 8 a.m. to 4:30 p.m.

**Quick Links**

- [Upload Files >](#) Import Wage/Wage Adjustment Files
- [Make a Payment >](#) Make One-Time/Recurring Payments
- [Process a New Hire >](#) Add a Member to Roster
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

**News**

IPERS has no news items to report at this time

**Billing Location Information**

No data found

Select **Edit** in Employer Demographics section.

**I-PERS** City of Sunshine Gloria Profile Logout

Home Account **Employer Information** User Information Documents Member Information Imports Messages Remit Coupon Meetings Contact Us

**Employer Demographics** Edit

**City of Sunshine**

Employer ID <b>00423</b>	Federal Tax No <b>51-54321009</b>	County Number <b>55</b>	Employer Status <b>Active</b>	Updated Date <b>11/02/2018</b>
Employer Type <b>City</b>	Centralized Payroll? <b>No</b>	<b>Delivery Preference Email</b>		

**Employer Address**

Permanent  
PO BOX 215  
105 2ND ST S  
Sunshine IA 50321  
Edit

**Employer Contact Info** Edit

Work Phone  
US • (888) 888-8888

Fax  
/0001 000 0000

Select your delivery preference using the dropdown menu – U.S. Mail or Email. Select **Save**.

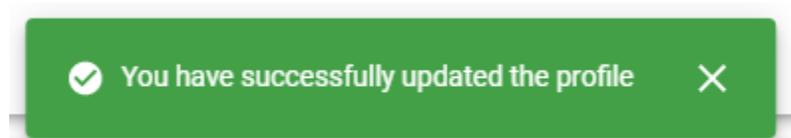
**Edit Employer Information** ✕

---

Employer Name City of Sunshine	Employer ID 00423
Federal Tax No 51-5459753	County Number 55
Employer Status Active	Employer Type City
Employer Category No	Delivery Preference Email <span>▾</span>

Cancel Save

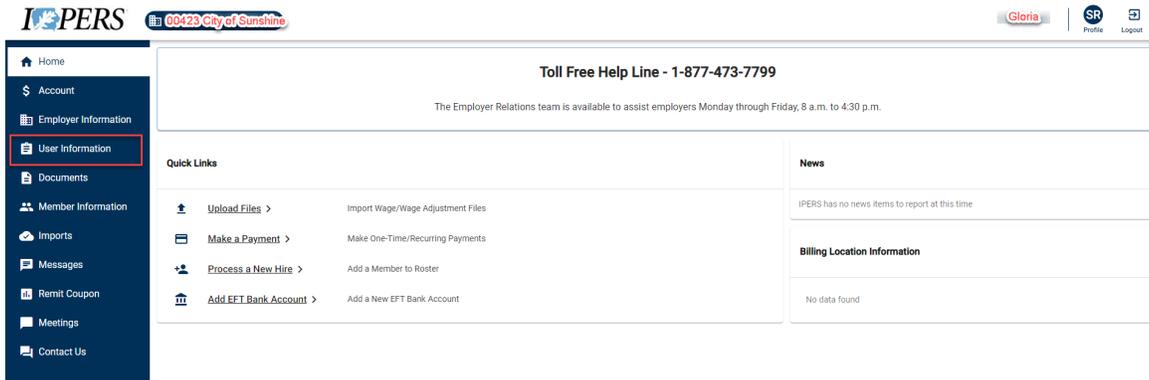
Pop-up confirmation confirms profile update.



**IMPORTANT:** To set your delivery preference to **Email**, you must first provide an email address to I-Que under the Employer Contacts Info.

# Add a New I-Que User

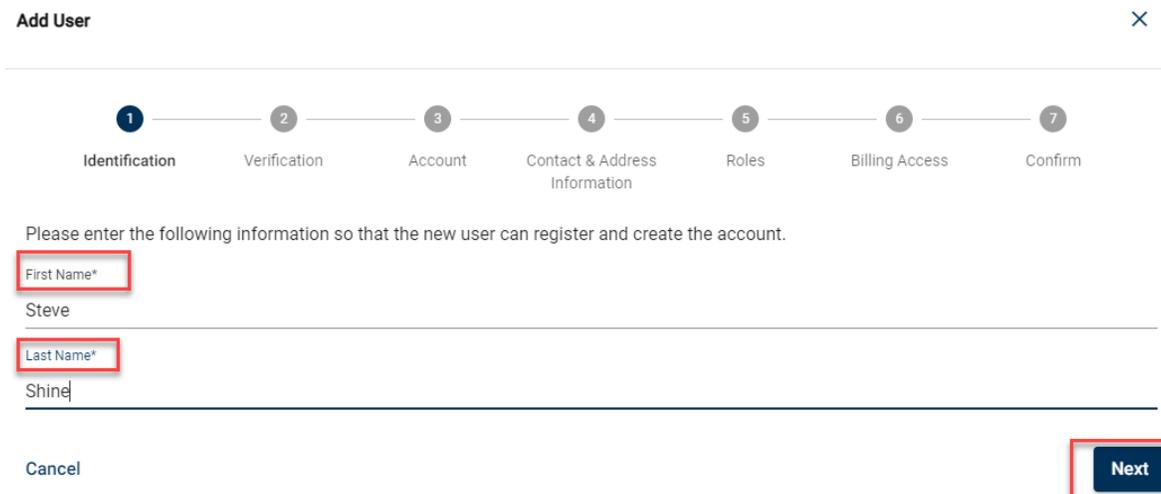
On the home page, select **User Information**.



Select **Add User**.



The Add User window will appear. Enter the First and Last Name of the new user. Select **Next**.



Select **Continue Adding a New User**.

**Add User** ×

---

1  Identification — 2  Verification — 3  Account — 4  Contact & Address Information — 5  Roles — 6  Billing Access — 7  Confirm

We found a few people matching the details you provided. Please select a record below and hit 'Next'. Otherwise, you can continue adding a new user.

STEVE SHINE I097UH529

---

**Continue Adding a New User**

Cancel Previous **Next**

Verify information listed. Select **Next**.

**Add User** ×

---

1  Identification — 2  Verification — 3  Account — 4  Contact & Address Information — 5  Roles — 6  Billing Access — 7  Confirm

First Name  
Steve

---

Middle Name

---

Last Name  
Shine

---

Username  
55303SSHINE

Cancel Previous **Next**

Complete the user information such as phone number, email and mailing address. Select **Next**.

**Add User** ✕

---

✓ — ✓ — ✓ — 4 — 5 — 6 — 7  
Identification — Verification — Account — **Contact & Address Information** — Roles — Billing Access — Confirm

Edit Contact Info

---

Contact Preference ▼

---

Country ▼  
US ▼ Home Phone Ext  
\_\_\_\_\_  
Primary Phone

Country ▼  
US ▼ Cell Phone Ext  
\_\_\_\_\_  
Primary Phone

Country ▼ Work Phone  
US ▼ (515) 281-0083  
\_\_\_\_\_  
Primary Phone

Email\*

---

Primary Email

---

[Remove this Address](#)

---

Add Address

Address Type  
Permanent

---

Mailing Address\*

---

Apt/Ste/Other  
\_\_\_\_\_

Care Of/POA  
\_\_\_\_\_

Zip\* City\* County ▼  
\_\_\_\_\_

State Country\* ▼  
\_\_\_\_\_ US ▼

---

Cancel [Previous](#) [Next](#)

Select User Roles – Employer Administrator. Select **Next**.

### Add User ✕

Identification ✓ Verification ✓ Account ✓ Contact & Address Information ✓ Roles 5 Billing Access 6 Confirm 7

Configure the user's access permissions and security profile here

User Access  
Grant All Access

User Roles ^

Employer Administrator

Cancel Previous **Next**

Confirm user access. Select **Next**.

### Add User ✕

Identification ✓ Verification ✓ Account ✓ Contact & Address Information ✓ Roles ✓ Billing Access 6 Confirm 7

Configure the user's access here.  
User will have full access. Please click 'Next' to continue.

00423 - CITY OF Sunshine ^

No CITY OF Sunshine

Cancel Previous **Next**

Verify information. Select **Confirm**.

**Add User** ×

---

✓ — ✓ — ✓ — ✓ — ✓ — ✓ — 7

Identification    Verification    Account    Contact & Address Information    Roles    Billing Access    Confirm

Please review your information.

First Name Steve	Access Information Grant All Access
Last Name Shine	Username 00423SSHINE
Addresses Permanent PO Box 15 ALTOONA, IA 50009	Work Phone US • (515) 281-0083
	Email <a href="mailto:steveshine@gmail.com">steveshine@gmail.com</a>

User Roles  
Externally verified role for Employer

Cancel Previous **Confirm**

The new user now has access to I-Que.

SS

**STEVE SHINE** >

steveshine@gmail.com

ACTIVE

User Name  
55303SSHINE

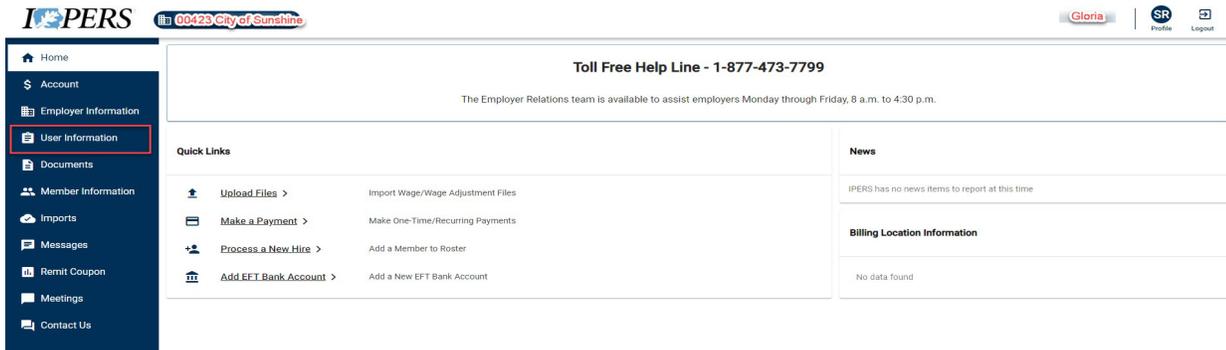
Created Date  
06/02/2022

[Update User Access](#)

**SHINE, STEVE** user access is updated.×

# Deactivate an I-Que User

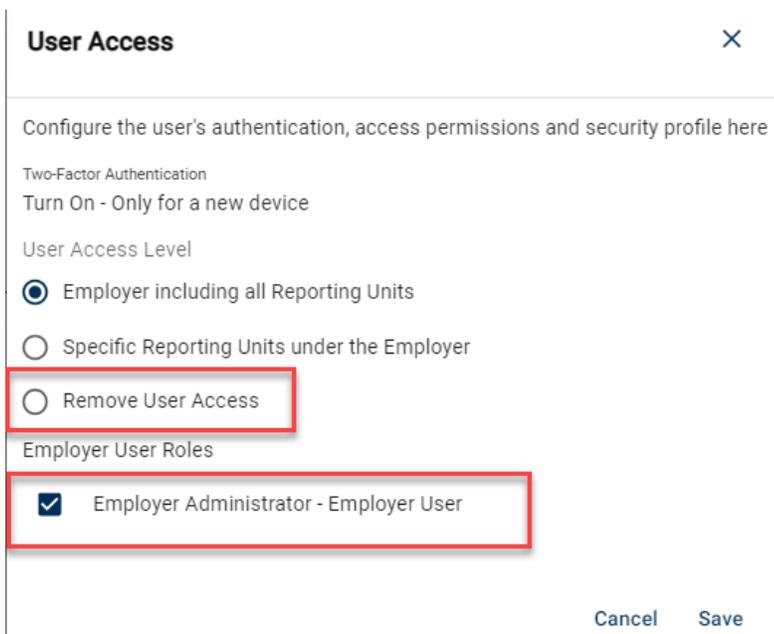
On the home page, select **User Information**.



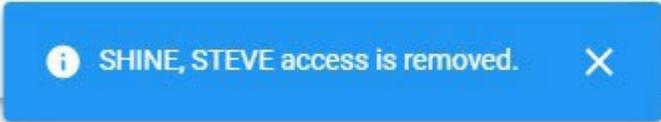
On the Users screen, find the user to deactivate. Select **Update User Access**.



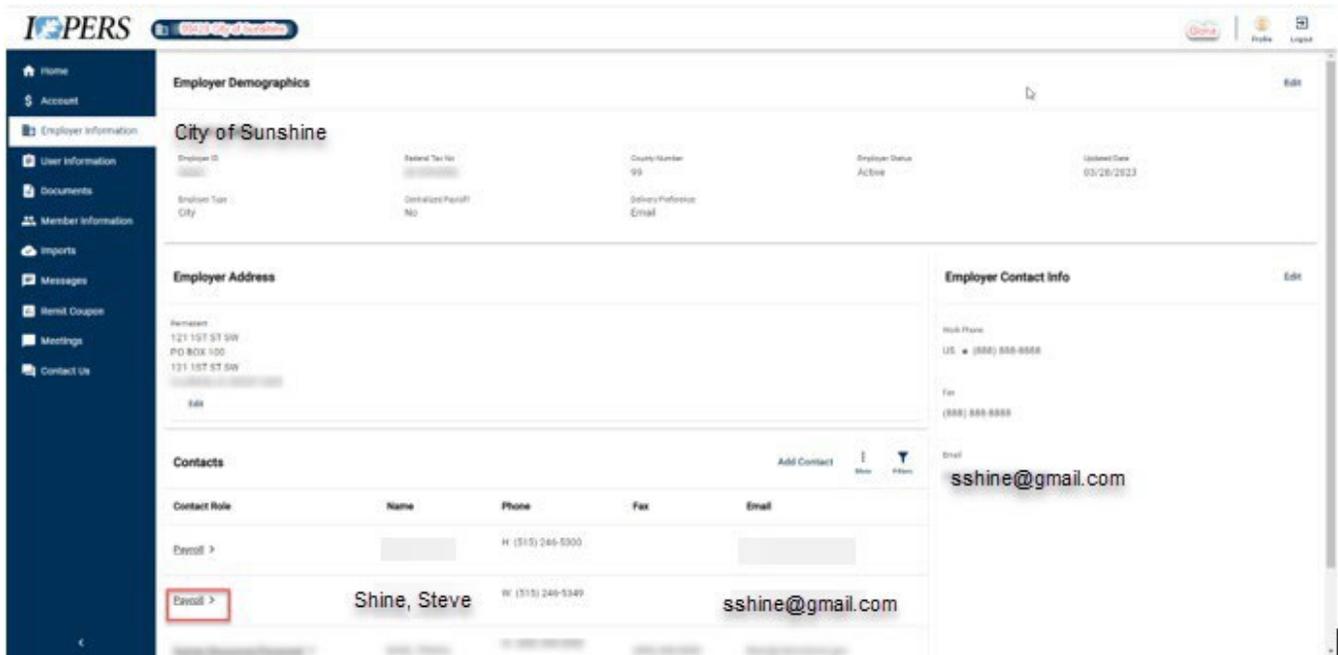
In the menu that appears, select **Remove User Access** and uncheck box under **Employer User Roles**. Select **Save**.



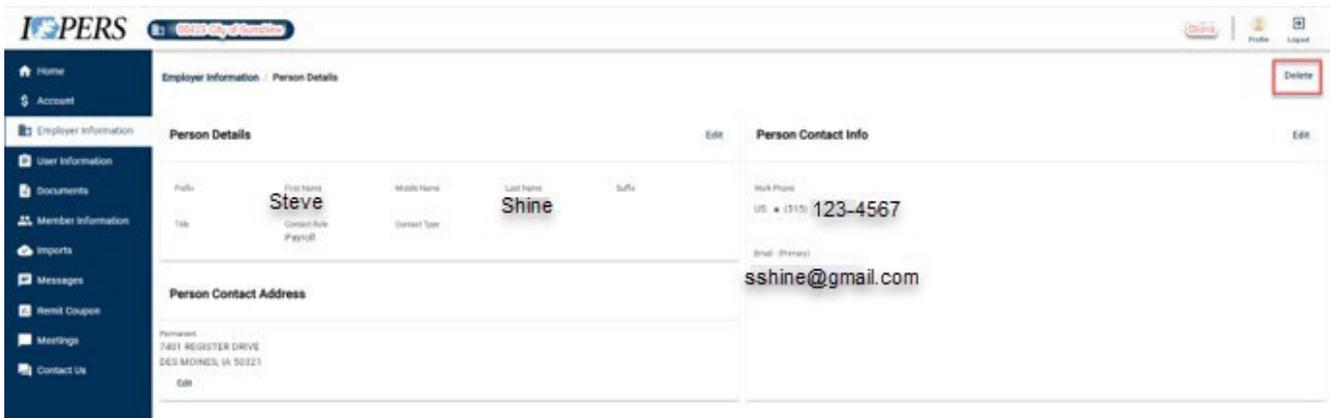
This user's access has been removed.



To remove individual as a contact, select **Employer Demographics**. Select **Contact Role**.

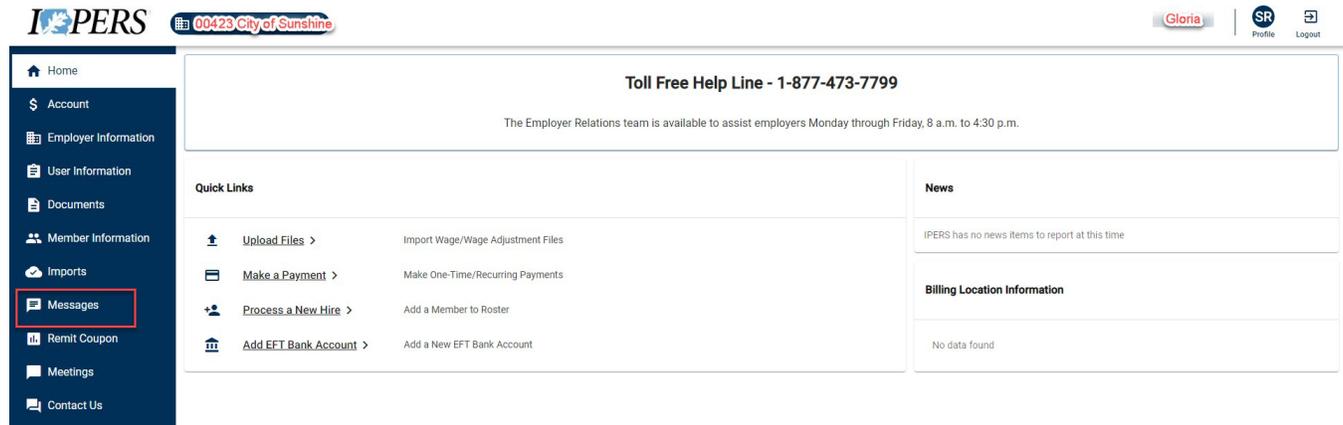


Person Details opens, select **Delete**.

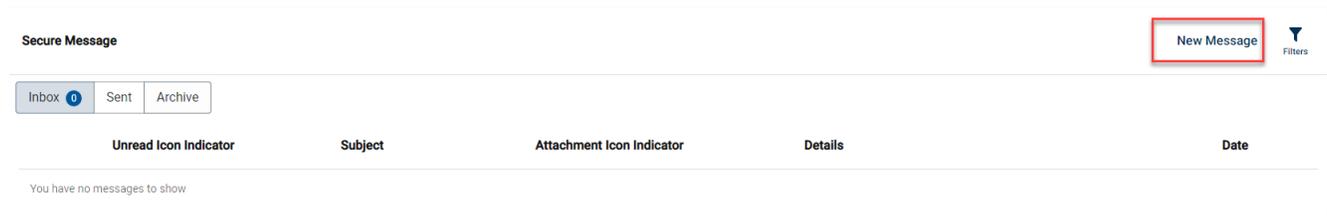


# Message Center

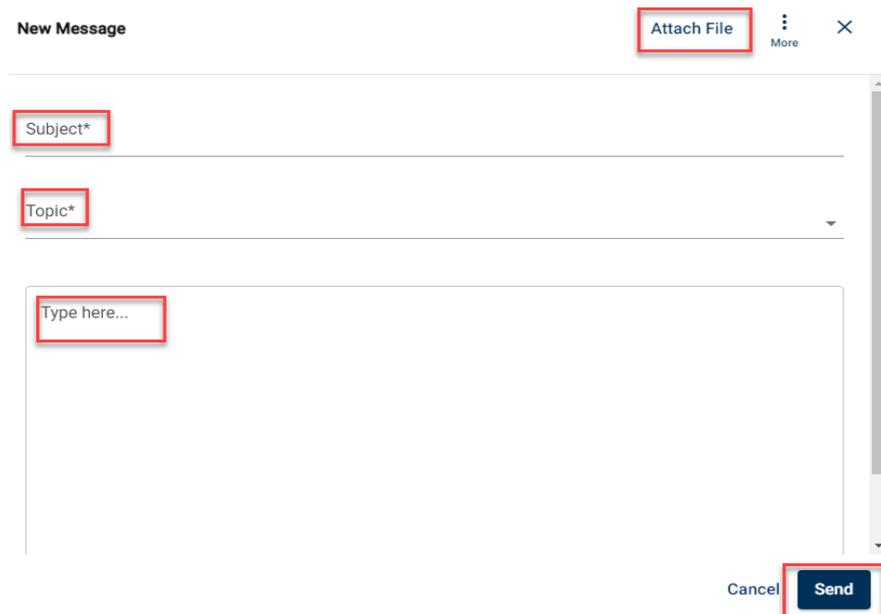
On the I-Que home page, select **Messages**.



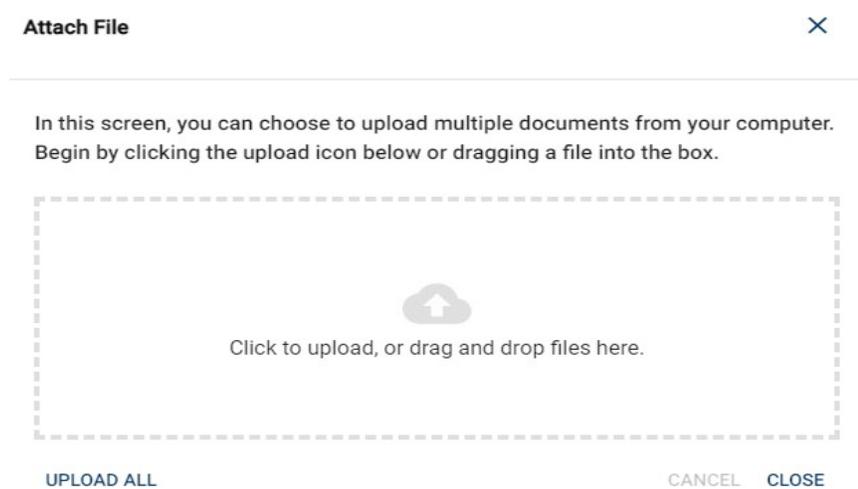
Select **New Message**.



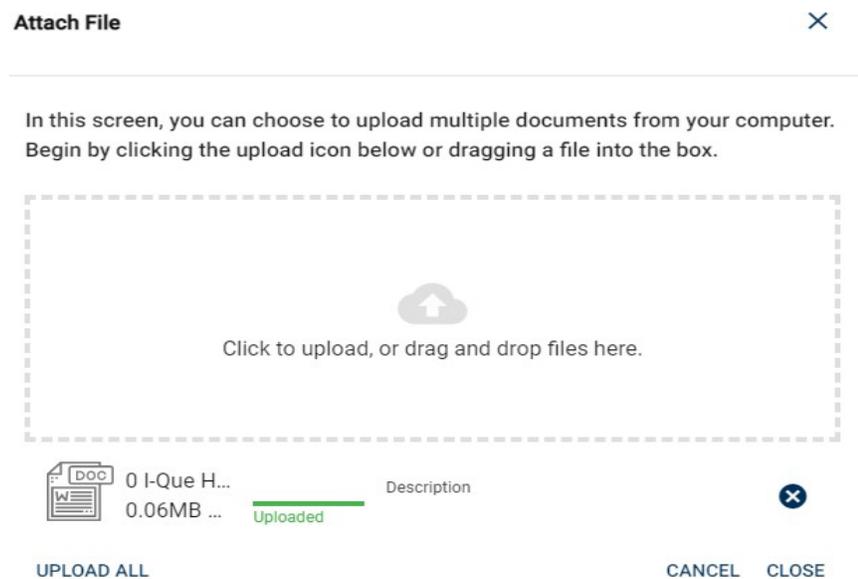
Complete the message wizard. See below for instructions on adding an attachment. If there is no attachment, skip and select **Send**.



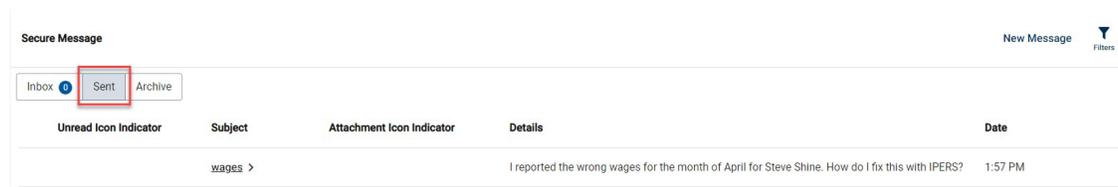
To send IPERS a spreadsheet or other documents, you can do so by selecting **Attach File**. Find the file/files you want to upload by clicking in the box displayed.



When finished, select **Upload All**. It will reflect uploaded below the box. Select **Close**. You will see the attachment at the bottom of your message. Select **Send**.



In order to see your message, click on the **Sent** tab.



Your message and attachment are now sent securely and you can view this in the **Sent** section of your Secure Messages.

Secure Message New Message

Inbox **Sent** Archive

Unread Icon Indicator	Subject	Attachment Icon Indicator	Details	Date
	Help! >		What is goin on???	2:21 PM
	wages >		I reported the wrong wages for the month of April for Steve Shine. How do I fix this with IPERS?	1:57 PM

Once IPERS replies to your message, you will get an email notification telling you to log into I-Que to view the message. Once you are logged in to I-Que, go to the **Messages** section.

The screenshot shows the IPERS Secure Message interface. On the left is a navigation menu with options like Home, Account, Employer Information, User Information, Documents, Member Information, Imports, Messages, Remit Coupons, Meetings, and Contact Us. The main content area is titled 'Secure Message' and includes a sub-menu with 'Inbox', 'Sent', and 'Archive'. Below this is a table of messages:

Unread Icon Indicator	Subject	Attachment Icon Indicator	Details
	tk362000 >		thank you
	updated results letter >		Sorry, I forgot a section in the letter so I had to update it. Thank...
	IPERS Compliance Review Results Letter >		Attached is the results letter from the IPERS Compliance Review. Once the forms and adjustments have been completed, we will close out the review. Please let me know if yo...
	IPERS Compliance Review >		Good morning, [redacted] has left employment and I will be taking over the review. Did you complete the Payroll Comparison Reports by providing an explanation to him for each diso...

The first message in the list, 'tk362000 >' with the subject 'thank you', is highlighted with a red rectangular box.

# Training Registration

On the home page, select **Meetings**.

**I-PERS** 00432 - CITY OF test EMMA ER Profile Logout

Home

**Toll Free Help Line - 1-877-473-7799**  
The Employer Relations team is available to assist employers Monday through Friday, 8 a.m. to 4:30 p.m.

**Quick Links**

- [Upload Files >](#) Import Wage/Wage Adjustment Files
- [Make a Payment >](#) Make One-Time/Recurring Payments
- [Process a New Hire >](#) Add a Member to Roster
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

**News**

- [System Upgrade >](#) 06/14/2022  
Effective June 21st 2022 - I...

**Billing Location Information**

No data found

Account  
Employer Information  
User Information  
Documents  
Member Information  
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Remit Coupon  
**Meetings**  
Contact Us

Under **Upcoming Sessions**, choose the session you wish to attend by selecting the training under Name.

**I-PERS** 00432 - CITY OF test EMMA ER Profile Logout

All Attendees Export Attendees Filters

No data found

**Upcoming Sessions** Export Upcoming Sessions Filters

Name	Meeting Type	Location	Location Details	Date/Time	Available seats	Duration
<a href="#">Employer Training &gt;</a>	Employer Training	In Person Des Moines		Effective from 10/25/2022 9:00:00 AM	43	3 hours
<a href="#">Employer Training &gt;</a>	Employer Training	Member Phone Counseling		Effective from 10/26/2022 9:00:00 AM	44	3 hours
<a href="#">NRQ &gt;</a>	Employer Training	Member Phone Counseling		Effective from 11/25/2022 1:00:00 PM	48	3 hours

Home  
Account  
Employer Information  
User Information  
Documents  
Member Information  
Imports  
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Remit Coupon  
**Meetings**  
Contact Us

Select the time slot available.

The screenshot shows the I-PERS web application interface. On the left is a dark blue navigation sidebar with icons for Home, Account, Employer Information, User Information, Documents, Member Information, Imports, Messages, Remit Coupon, Meetings, and Contact Us. The top right corner features the EMMA logo, a profile icon, and a Logout button. The main content area is titled 'Meetings / Session Details' and includes an 'Attendees' section with a table header (Name, Attendee, Location, Location Details, Date/Time, Duration, Registration Status, Guests) and a 'No data found' message. Below this is the 'Sessions' section, which prompts the user to 'Please select date and time'. It features a calendar for October 2022 with the 25th selected. A '09:00 AM' time slot is highlighted with a red box.

Then select **Book Slot**.

This screenshot is similar to the previous one, showing the same I-PERS interface. In the 'Sessions' section, the '09:00 AM' time slot is now selected. The text '43 Seats Available' and 'Maximum 45 attendees allowed' is displayed. A 'Book Slot' button is highlighted with a red box, indicating the next step in the process.

Check the box next to the attendee's name and then select the **Next** button.

**Session Registration** ×

1 Add Attendee — 2 Confirm — 3 Success

Please select attendee

🔍 Search

	Name	SSN	Status
<input type="checkbox"/>	READY, EMMA		Not Registered

Cancel **Next**

Verify the information is correct and select **Confirm**. If something is not correct, select **Previous**.

**Session Registration** ×

1 Add Attendee — 2 Confirm — 3 Success

**Employer Training**

📍 IN PERSON DES MOINES, 7401 REGISTER DR, DES MOINES, IA, 50321-2954

📅 Employer Training

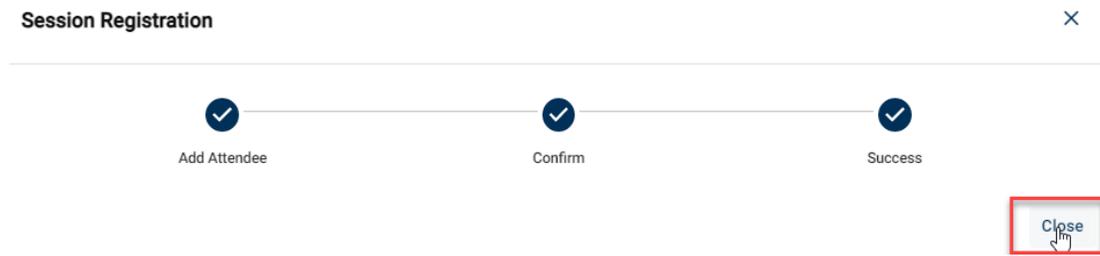
📅 Tuesday, October 25, 2022 at 09:00 AM (CDT)

🕒 3 hours

Name	SSN	Status	Guests
READY, EMMA		Confirmed	

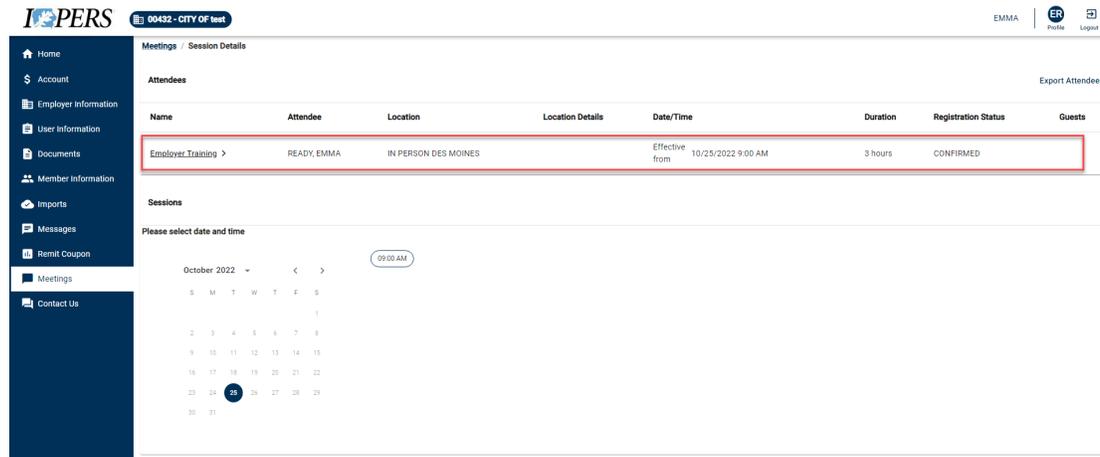
Cancel Previous **Confirm**

On the following screen, select **Close**.



On the Session Details screen, the meeting information will appear under Attendees with Registration Status as CONFIRMED. You will receive a separate email with instructions on how to register for the virtual meeting.

If something changes and you are unable to attend, select **Employer Training** line.



On the pop-up screen, select **Cancel RSVP**.

