

## *IPERS Employer Bulletin 2012-1*

**DATE:** January 5, 2012  
**TO:** Reporting Officials  
**FROM:** Donna M. Mueller, CEO  
**SUBJECT:** Notice of Changes to I-Que

### **I-Que system updates**

IPERS has implemented updates to I-Que. If you haven't already done so, take some time to become familiar with the changes prior to submitting your November and December wage reports.

The updates include:

- Your last log-on date is displayed at the top of most screens.
- The ability to sort most lists of your data.

#### *Homepage*

- "View/Update Employer Information" is now called "View/Update Employer Demographics and Contacts."
- "Wages, Transactions, Payment Manager" is now called "Account Summary, Wage Reports, and Payment History."
- A "Register for Employer Training" button has been added; however it is not yet active. Continue to register by fax and mail for now.

#### *Account Summary, Wage Reports, and Payment History*

- Your list of transactions will include an Original Balance (the amount due for the wage report) and a Remaining Balance (the amount remaining after IPERS receives your wage report).

#### *View/Update User Account (Account Settings Screen)*

- Username and password requirements are now listed.

### *Member Information Screens*

- The order of information has changed. It is now: SSN, Name, Occupation Code, Period Wages, Agreement Name, Start Date, Stop Date, Status Code, Reason Code, 1<sup>st</sup> Date of Employment, Termination Date and Last Check Date.
- Each member whose wages you report must have a valid address.

### **November and December wage reports and payments are due January 17, 2012**

No late fees will be charged for November and December wage reports and payments if you submit both reports on January 17 or before. In addition, no late fees will be charged for wage adjustments and contributions due during this time period.

IPERS will be closed Monday, January 16, 2012, for Martin Luther King, Jr. Day. Please start your wage report this week, in case you need assistance.

### **Questions?**

We have updated the website with new information to help you through the transition. See <http://www.ipers.org/employers/reporting/handbook/index.html>.

Contact the Employer Relations Bureau at 1-877-473-7799 (8 a.m.-4:30 p.m., Monday-Friday) or [employerrelations@ipers.org](mailto:employerrelations@ipers.org) and refer to IPERS Employer Bulletin 2012-1.