WAGE SUBMISSION & VERIFICATION GUIDE

THE PURPOSE OF THIS GUIDE IS TO:

- Help employers who have previously submitted wages for their employees enrolled in MERS DC verify if the wages that will be used to provide accurate information and projections in the Financial Fitness tool
- Help employers who have **not** previously submitted wages for their employees enrolled in MERS DC quickly and easily provide that information to MERS

Top Three Benefits of Financial Fitness

1. This tool provides information tailored for each individual employee, helping them better understand their own current level of financial wellness and the steps they can take to achieve current and future goals.

2. Engaging employees in their retirement benefits helps show them the value of the total compensation package you provide.

3. A majority of employees are stressed about their financial situation, and research shows that can impact their ability to do their job. Employees who feel financially secure are happier and more productive.

MERS has provided **all DC employers**, regardless of whether wages have previously been submitted, with a file in your Employer Portal. This file is pre-populated with the following information for your employees **who were enrolled in the MERS Defined Contribution for the entire previous calendar year**:

- Social Security Number
- Name
- Employee Type
- Status
- Birth Date
- Hire Date
- Termination Date
- Rehire Date
- Previous Year's Gross Compensation (if previously provided, otherwise this column will be empty)

If you've previously submitted wages for your employees, we are asking that you please review the data we have and either make changes if there are inaccuracies or acknowledge that the data is accurate.

If you've not previously reported wages, we are asking that you add them to the spreadsheet and resubmit the file to MERS. The following steps will walk you through the process to verify the information provided, edit or add gross wages to the report, and acknowledge that the information is correct.

LOCATING AND OPENING THE WAGE REPORT IN THE EMPLOYER PORTAL

1. **Log in to the Employer Portal**

2. **Select "Plan Gateway"**
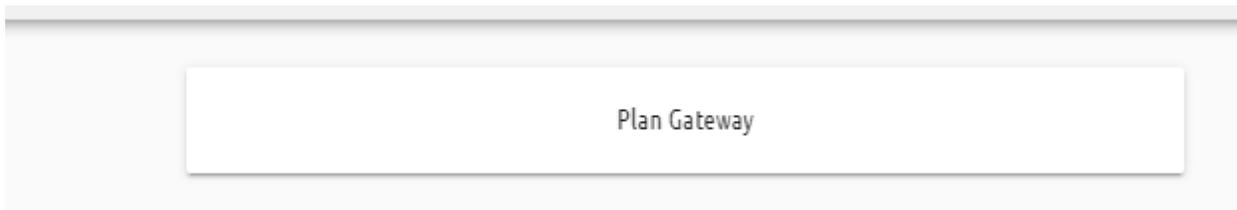
3. **Enter your Defined Contribution Plan ID in the "Plan ID" box and click on "Browse".** *Note that if you have multiple DC plans, you can enter any of your plan IDs. The report you receive will contain information for all your divisions.*
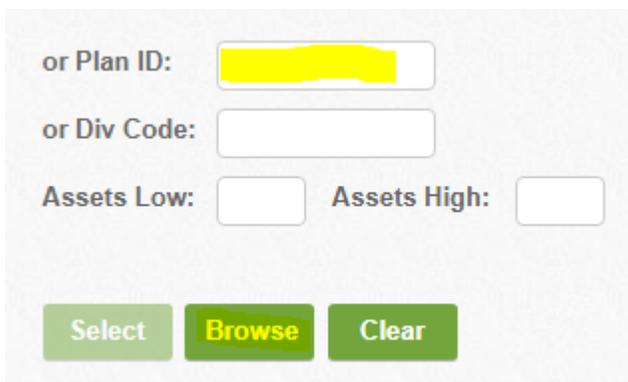
4. **Click on the correct Green Plan ID link**

5. **Click on the "Retrieve Files" link located on the bottom left side of your screen under "Files and Reports**

6. **Change File Type to "Wage Information"**
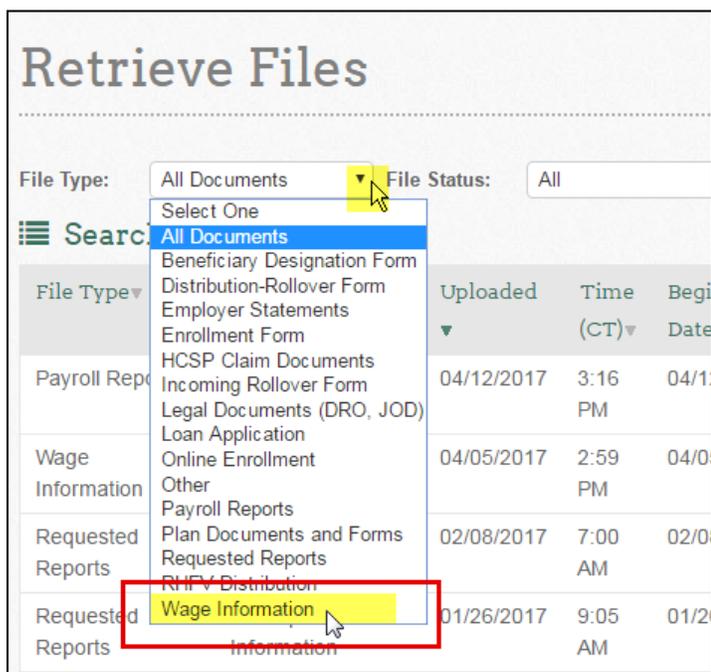
7. **Click "Search"**

8. Find the file titled 2020 Wages and click on "View"

File Type▾	Name▾	Uploaded ▾	Time (CT)▾	Begin Date ▾	End Date ▾	Status▾	Format ▾	View	Manage
Wage Information	2020 Wages	4/1/2021	2:59 PM	4/1/2021		Accepted	CSV	🔍	🔧

9. Open the file and verify that all information is accurate, including the previous year's gross compensation

	A	B	C	D	E	F	G	H	I	J	K
1	Sample City Wage File										
2	WAGE CO	PLAN ID:	/000015/000017	PLAN:	Sample Plan						
3	Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	Comp
4	15	111111	444-45-5555	Doe, Barbara A	Full Time	Active	1/3/1968	6/24/2002			66984.53
5	15	111111	123-45-6789	Smith, Jane	Full Time	Active	1/1/1975	2/2/2015			50000
6	15	111111	666-66-6601	Doe, Susan	Full Time	Terminated	12/11/1954	6/28/1999	4/29/2016		25313.28
7	17	111112	777-77-7773	Doe, Mark	Full Time	Active	2/25/1972	9/28/2015			66794.72
8	15	111112	666-66-6602	Doe, Jennifer C	Full Time	Active	2/20/1953	3/3/2003			73207.02
9	Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	232299.6
10											
11											

Next steps:

1. Need to add or edit employee compensation?
2. If everything looks accurate, there's just one more step – acknowledging that you've reviewed the data.

Instructions to complete both of these tasks can be found below.

INSTRUCTIONS TO ADD OR EDIT DC WAGES AND RESUBMIT YOUR FILE TO MERS

1. **Save the file somewhere on your computer**
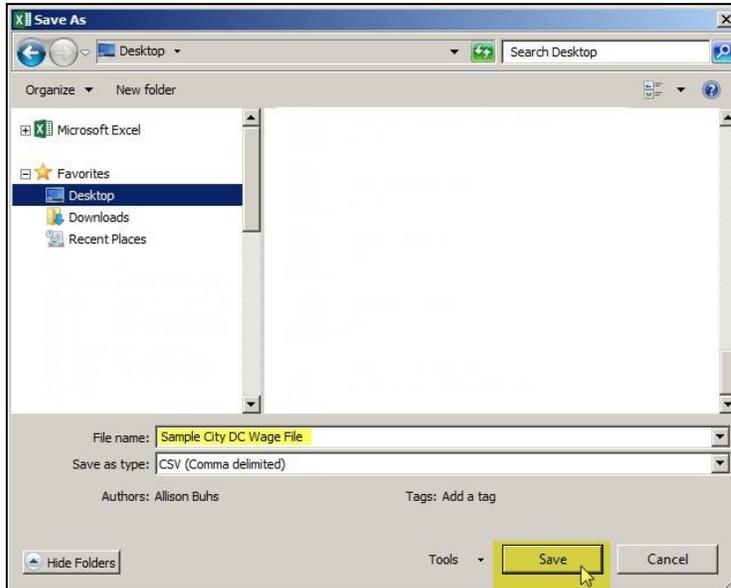
2. **Add or change the compensation (note that the definition of gross compensation is left to the employer's discretion)**

Sample City Wage File										
WAGE CO	PLAN ID:	/000015/000017	PLAN:	Sample Plan						
Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	Comp
15	111111	444-45-5555	Doe, Barbara A	Full Time	Active	1/3/1968	6/24/2002			$50,000
15	111111	123-45-6789	Smith, Jane	Full Time	Active	1/1/1975	2/2/2015			
15	111111	666-66-6601	Doe, Susan	Full Time	Terminated	12/11/1954	6/28/1999	4/29/2016		
17	111112	777-77-7773	Doe, Mark	Full Time	Active	2/25/1972	9/28/2015			
15	111112	666-66-6602	Doe, Jennifer C	Full Time	Active	2/20/1953	3/3/2003			
Plan	Division Number	SSN	Name	Employee Type	Status	Birth Date	Hire Date	Termination Date	Rehire Date	

3. **Save any changes to the file**
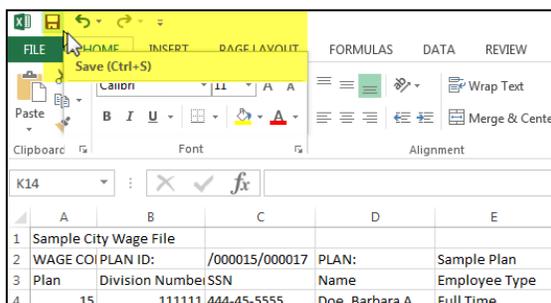
4. **Log back in to the Employer Portal and follow the previous steps you used to access your DC plan (refer to previous section for detailed steps). Once in your plan, click on "Submit Files" (bottom left hand side of your screen under Files and Reports)**
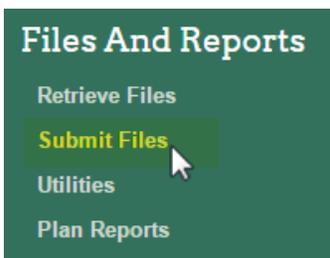
5. **Select "Wage Information" from the File Type drop down**
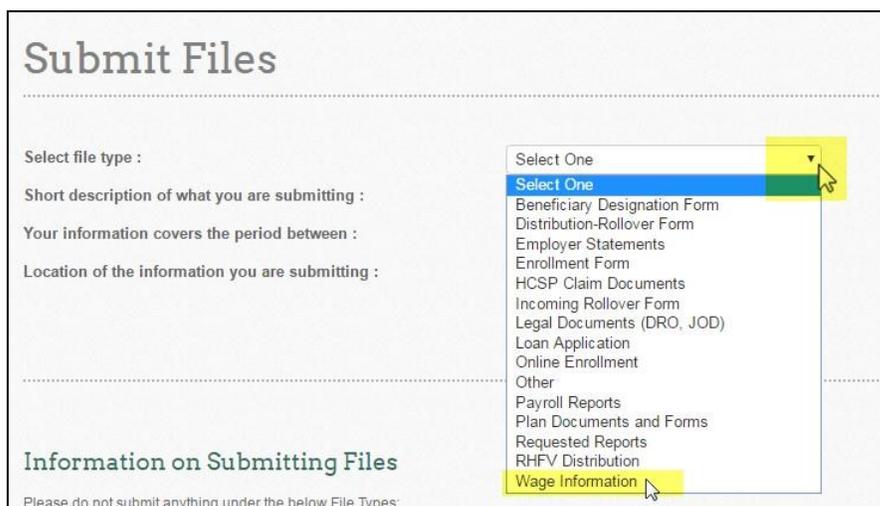
4. **Type "[Previous Year] Wages" in the description box and then click on "Browse".** *For example, in 2021, you would enter "2020 Wages" in the description box.*
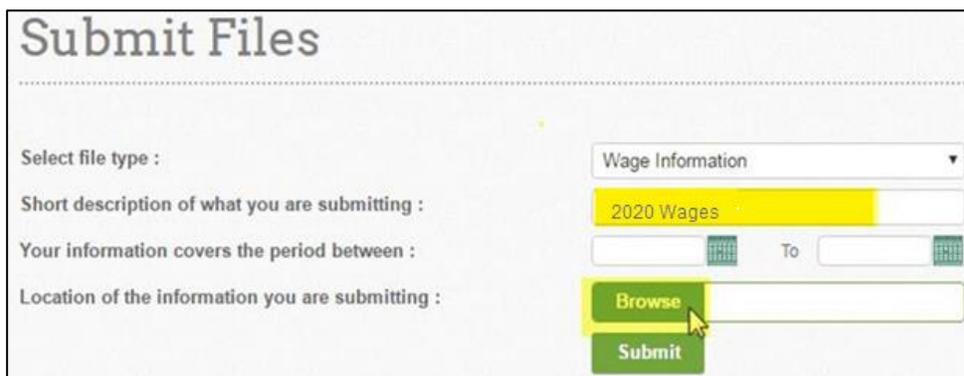
5. Attach the updated file that you saved to your computer
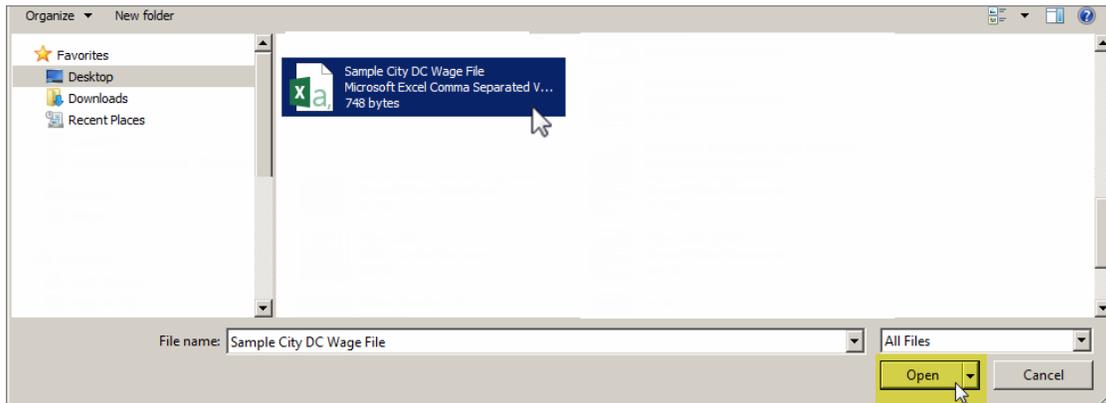
6. Click on Submit

⭐ **Congratulations! You've successfully uploaded your updated file.**

Now you have one last step – acknowledging that the data you've submitting is accurate to the best of your knowledge.

ACKNOWLEDGING YOUR EMPLOYEE DATA

The final step to the wage submission process is acknowledging that the information you've reviewed or provided to MERS is accurate to the best of our knowledge. This also helps us to know which municipalities have reviewed there data and which have not.

To acknowledge your data, follow these steps:

1. **Once in the ER Portal, enter your plan ID, then click "Browse":**
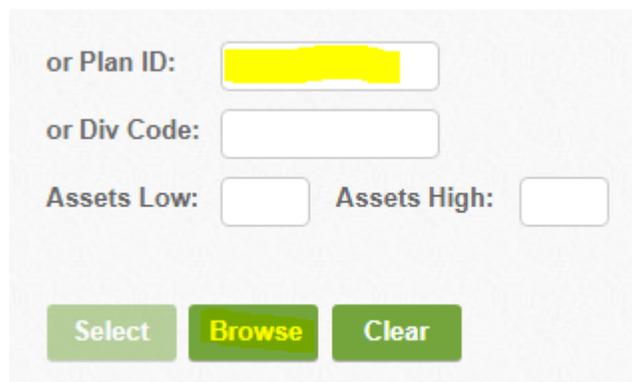
2. **Click on the correct Green Plan ID link**

3. **Click on "Manage Alert Settings" on the top right side of your screen**

4. **Scroll over and check the box for the alert that states** *"Defined Contribution Employers – please check this box to indicate that your employee's wage information in the Wage Collection file is accurate to the best of your knowledge".*

5. **Click "Acknowledge Selected Alerts"**

Congratulations, you've completed the steps necessary to provide your defined contribution employees with Snapshot Reports this year!