



I-Que **HELP GUIDE**

EMPLOYER SELF-SERVICE: 877-473-7799



I-PERS

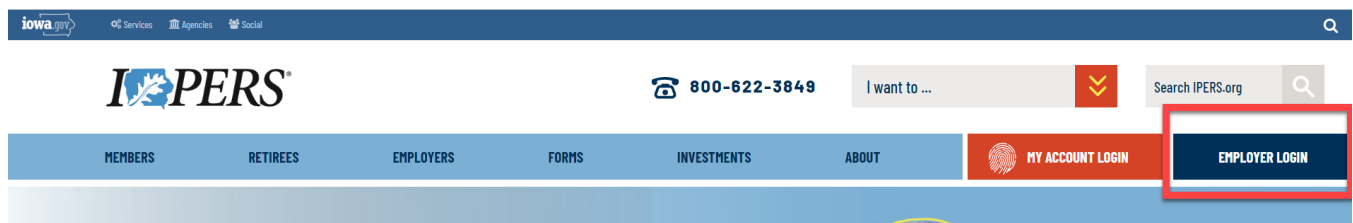
What's Inside

Log In	3
Change Your Password	6
Add a New Member/Employee	7
Update an Existing Member	14
Update Member Employment Records	17
Add a New Employment Record	20
Submit a Manual Wage Report	23
Import a Wage Report	29
Import a Wage Adjustment	38
Add a Financial Institution	46
Make an Online EFT Payment	49
View or Update Employer Information	54
Message Center	57
Training Registration	60

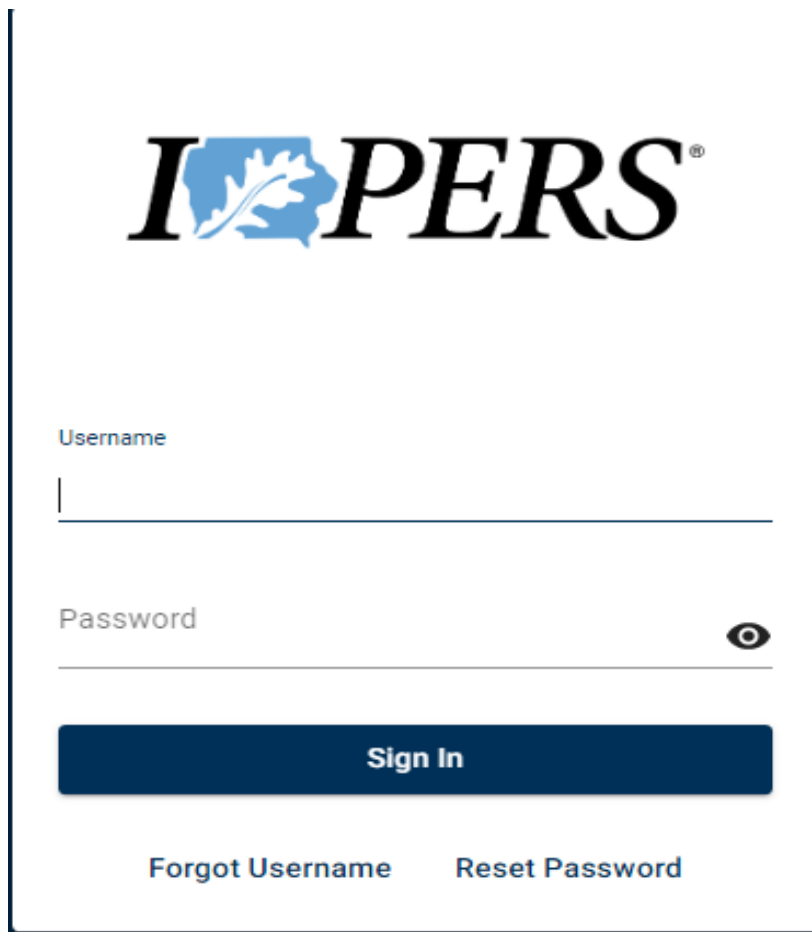
Log In

Go to www.ipers.org website and select **Employer Login**.

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



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

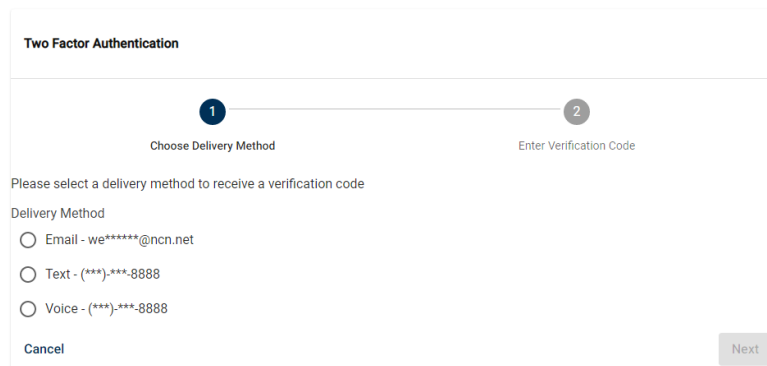
The image shows the IPERS login page. It features the IPERS logo at the top. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the input fields is a large blue button labeled 'Sign In'. At the bottom of the page are two 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 6 letters of your last name (example: 99999TJOHNSO). If you don't have a password or need to change it, click on **Reset Password**.

****Reminder regarding 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

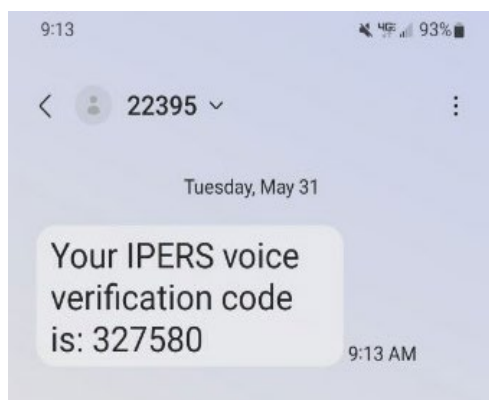
Select email, text or voice number to receive your verification code. Select **Next**



The image shows a 'Two Factor Authentication' screen. At the top, there are two steps: '1 Choose Delivery Method' and '2 Enter Verification Code'. Below this, a message says 'Please select a delivery method to receive a verification code'. Under 'Delivery Method', there are three radio button options: 'Email - we*****@ncn.net', 'Text - (***)-***-8888', and 'Voice - (***)-***-8888'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Next' button.

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

2

Choose Delivery MethodEnter 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

CancelPreviousConfirm

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.



This opens to the IPERS I-Que home page.



00423 - City of Sunshine

Gloria

Profile Logout

Home

Account

Employer Information

User Information

Documents

Member Information

Imports

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

Add EFT Bank Account >

Add a New EFT Bank Account

Billing Location Information

Name

Balance

00423 - City of Sunshine

\$0.00

Secure Message

New Message Filters

Inbox 1

Sent

Archive

Subject	Message	Date
Section 125 plan certification for 2024 >	Please have a new section 125 plan certification form submitted for 1/1/24-12/31/24. Thank you!Tina	Jun 25

News

2025 IRS Wage Ceiling is \$350,000.00 >

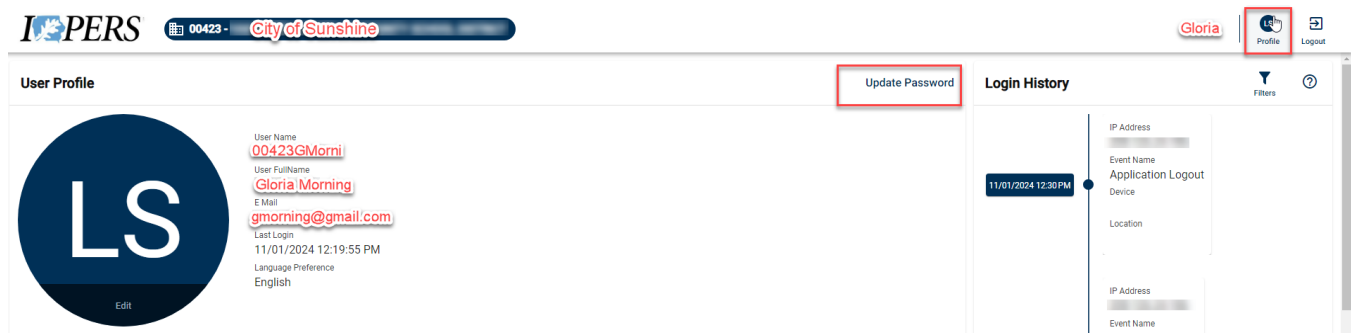
11/05/2024

The IRS annually establishes a maximum wage ceiling. This is the maximum wage amount from which contributions to IPERS must be withheld. Wages above this ceiling are not subject to IPERS withholding, and employers do not include them on IPERS reports. IPERS monitors covered wages for members with multiple employers. IPERS accepts all covered wages until a member has reached the IRS limit and will notify employers that report wages are the limit. IPERS will return any excess contributions 2025 wages ceiling: \$350,000.

5

Change Your Password

From any page, select your initials/profile in the top right corner of the page. Select **Profile**. To change your password, select **Update Password**.



To change your password, fill in the text fields as displayed below and select **Save**. **Note:** Passwords are case sensitive.

Update Password

×

Passwords must match the following rules:

1. Must be at least 8 characters long

2. Must include 2 alpha characters

3. Must include 1 numeric character

4. Must include 1 special character !, @, \$, %, *, #, or _

Enter your current password

👁

Enter your new password

👁

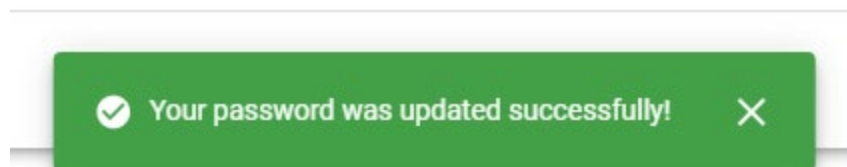
Enter your new password again

👁

Cancel

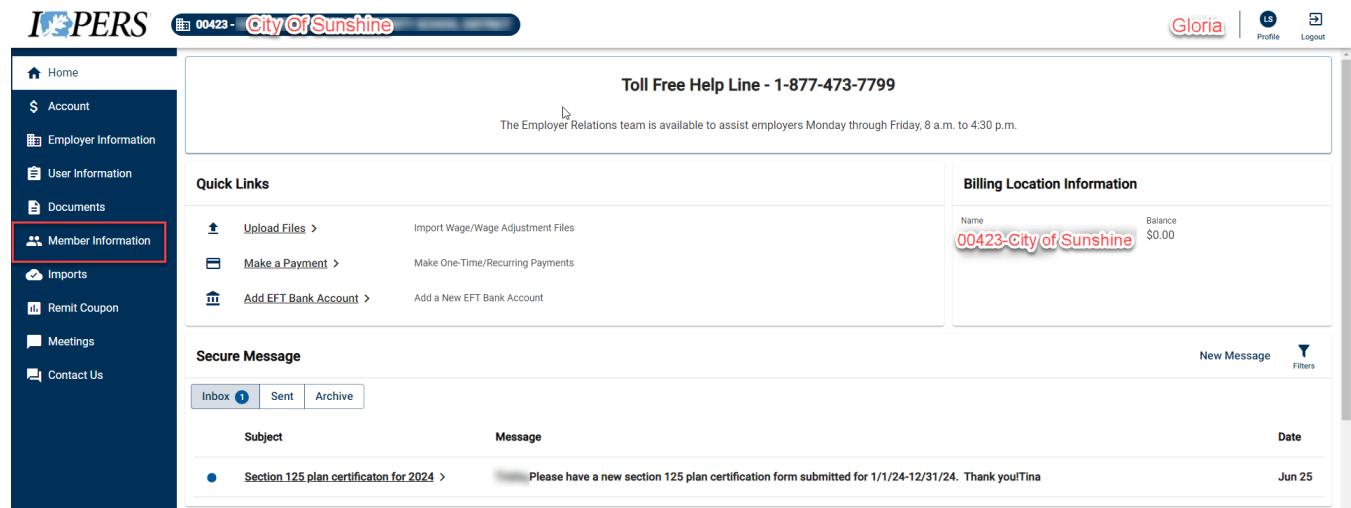
Save

Follow the prompts to save your new password.



Add a New Member/Employee

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



I-PERS 00423 - City of Sunshine Gloria Profile Logout

Home
Account
Employer Information
User Information
Documents
Member Information
Imports
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.

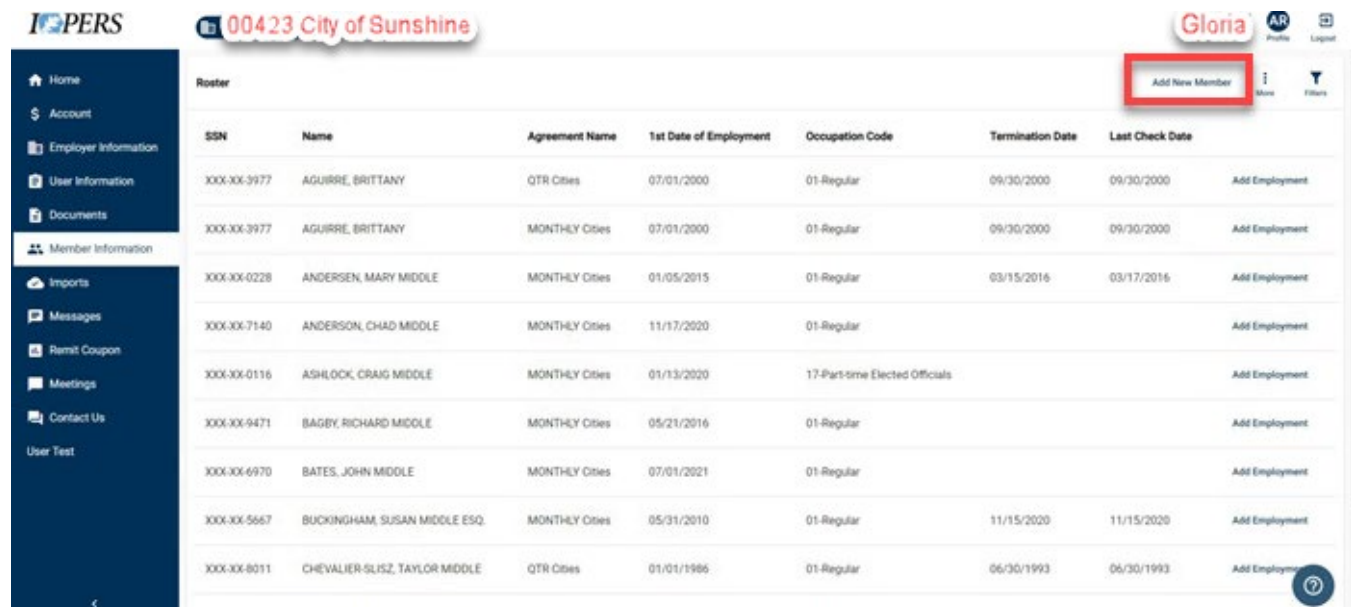
Quick Links
Upload Files > Import Wage/Wage Adjustment Files
Make a Payment > Make One-Time/Recurring Payments
Add EFT Bank Account > Add a New EFT Bank Account

Billing Location Information
Name: 00423-City of Sunshine
Balance: \$0.00

Secure Message New Message Filters
Inbox 1 Sent Archive

Subject	Message	Date
Section 125 plan certification for 2024 >	Please have a new section 125 plan certification form submitted for 1/1/24-12/31/24. Thank you! Tina	Jun 25

Select **Add New Member**.



I-PERS 00423 City of Sunshine Gloria AR Profile Logout

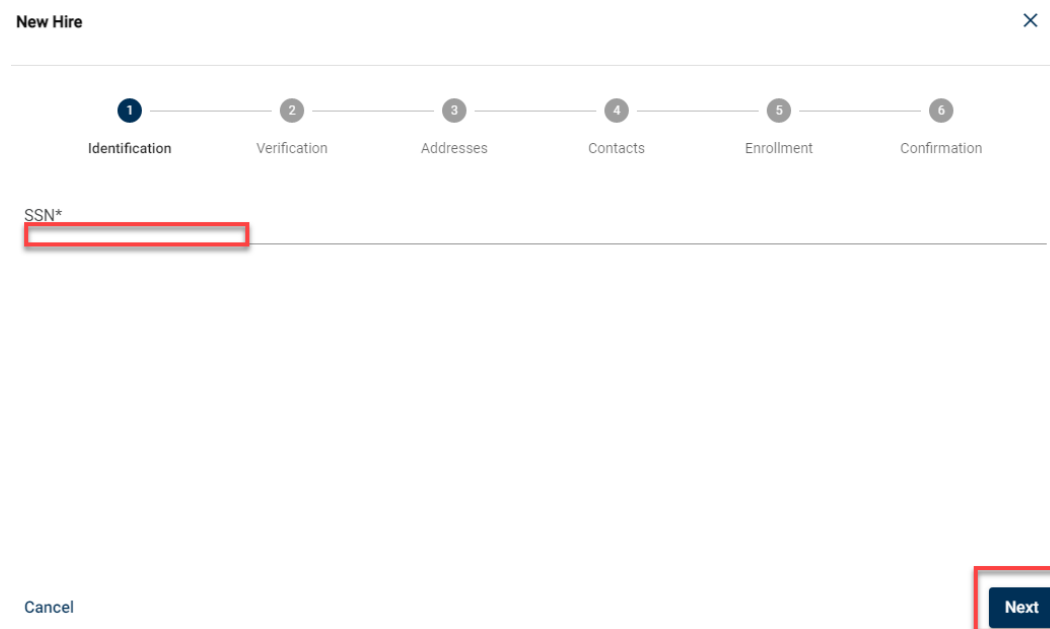
Home
Account
Employer Information
User Information
Documents
Member Information
Imports
Messages
Remit Coupon
Meetings
Contact Us
User Test

Roster Add New Member More Filters

SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date	Last Check Date	
XXX-XX-3977	AGUIRRE, BRITTANY	QTR Cities	07/01/2000	01-Regular	09/30/2000	09/30/2000	Add Employment
XXX-XX-3977	AGUIRRE, BRITTANY	MONTHLY Cities	07/01/2000	01-Regular	09/30/2000	09/30/2000	Add Employment
XXX-XX-0228	ANDERSEN, MARY MIDDLE	MONTHLY Cities	01/05/2015	01-Regular	03/15/2016	03/17/2016	Add Employment
XXX-XX-7140	ANDERSON, CHAD MIDDLE	MONTHLY Cities	11/17/2020	01-Regular			Add Employment
XXX-XX-0116	ASHLOCK, CRAIG MIDDLE	MONTHLY Cities	01/13/2020	17-Part-time Elected Officials			Add Employment
XXX-XX-9471	BAGBY, RICHARD MIDDLE	MONTHLY Cities	05/21/2016	01-Regular			Add Employment
XXX-XX-6970	BATES, JOHN MIDDLE	MONTHLY Cities	07/01/2021	01-Regular			Add Employment
XXX-XX-5667	BUCKINGHAM, SUSAN MIDDLE ESQ.	MONTHLY Cities	05/31/2010	01-Regular	11/15/2020	11/15/2020	Add Employment
XXX-XX-8011	CHEVALIER-SLUSZ, TAYLOR MIDDLE	QTR Cities	01/01/1986	01-Regular	06/30/1993	06/30/1993	Add Employment

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 [Close]

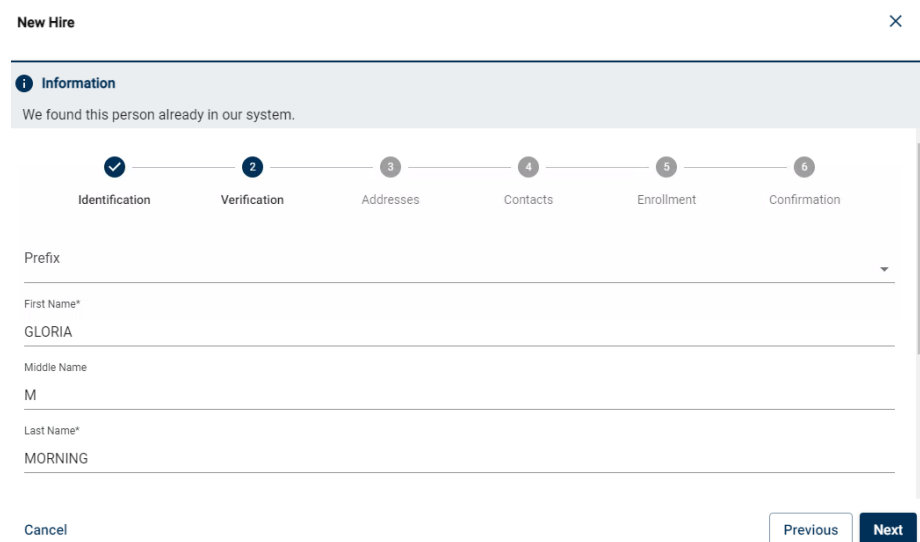
1 Identification 2 Verification 3 Addresses 4 Contacts 5 Enrollment 6 Confirmation

SSN*

Cancel **Next**

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

Note: If member is not found, go to page 11 and follow the directions.



New Hire [Close]

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*

Middle Name

Last Name*

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

1

2

3

4

5

6

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**.

New Hire ×

Identification ☒ Verification ☒ Addresses ☒ Contacts ☒ Enrollment ☒ Confirmation ☐

Agreement*
MONTHLY Cities

Occupation Code*
01-Regular

1st Date of Employment*
04/30/2022

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 ☒ Contacts ☒ Enrollment ☒ Confirmation ☒

Agreement
MONTHLY Cities

Occupation Code
01-Regular

1st Date of Employment
04/30/2022

First Name
GLORIA

Cancel Previous Confirm

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

New Hire ×

Identification ☒ Verification ☒ Addresses ☒ Contacts ☒ Enrollment ☒ Confirmation ☒

Add Additional Close

If the individual is not found you will need to create a new member, fill in the employee's information then select **Next** at the bottom of the window.

New Hire ×

Information

No match is found. Create a new member.

1 Identification 2 Verification 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 ×

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

Fill in the contact information and select **Next**.

New Hire ×

Information

Address has been Standardized.

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

Edit Contact Info

Contact Preference

Country Home Phone Ext

US

Country Work Phone Ext

US

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

✓

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

✓

Contacts

✓

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.

New Hire ×

✓

✓

✓

✓

✓

✓

Identification Verification Addresses Contacts Enrollment Confirmation

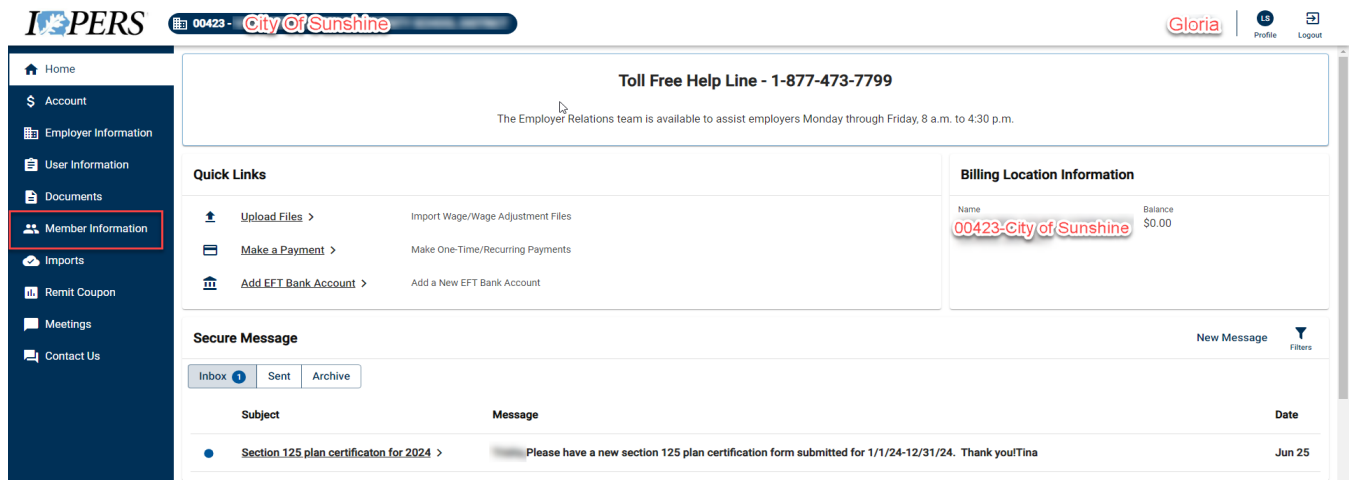
Add Additional

Close

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**.



I-PERS 00423 - City of Sunshine

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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

Billing Location Information

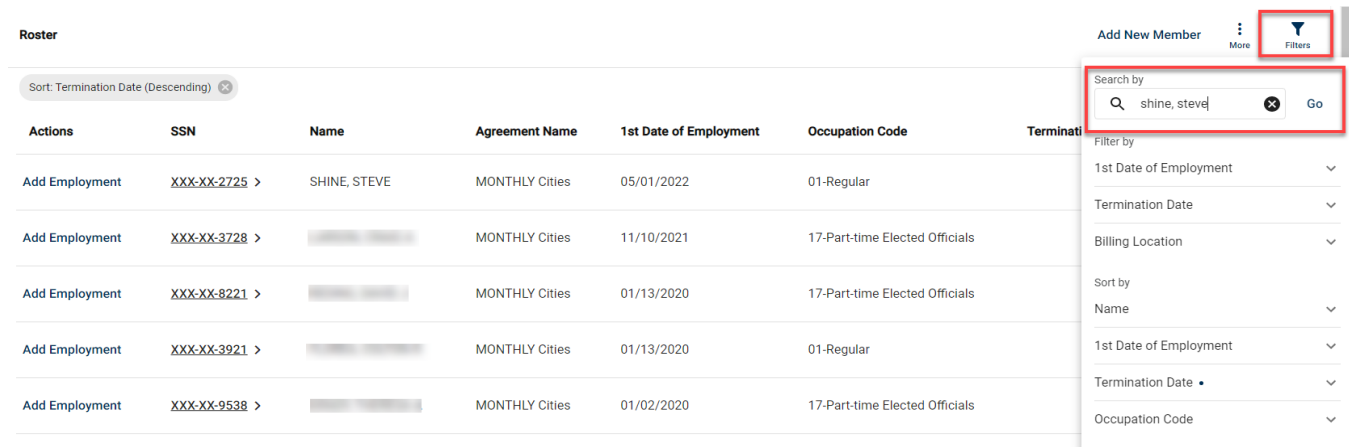
Name	Balance
00423-City of Sunshine	\$0.00

Secure Message

[Inbox](#) [Sent](#) [Archive](#)

Subject	Message	Date
Section 125 plan certification for 2024 >	Please have a new section 125 plan certification form submitted for 1/1/24-12/31/24. Thank you! Tina	Jun 25

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



Roster

Sort: Termination Date (Descending)

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	

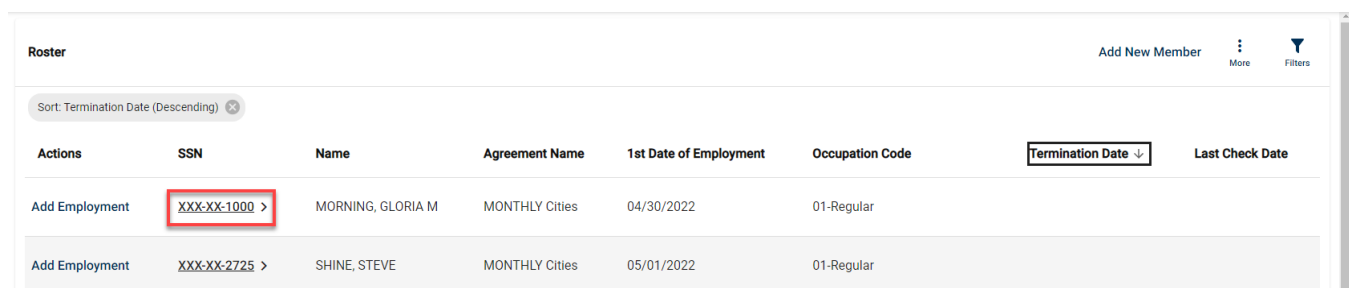
Search by

shine, steve **Go**

Filter by

- 1st Date of Employment
- Termination Date
- Billing Location
- Sort by
- Name
- 1st Date of Employment
- Termination Date
- Occupation Code

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



Roster

Sort: Termination Date (Descending)

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		

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

Member Information / Employee Details

Add Employment

Employment Details	Personal Details
<div>Occupation Code 01-Regular</div> <div>Status Code Active</div> <div>Agreement Name MONTHLY Cities</div> <div>1st Date of Employment 04/30/2022</div> <div>Billing Type Contribution</div> <div>Termination Date</div> <div>Last Check Date</div>	<div>Prefix</div> <div>First Name GLORIA</div> <div>Middle Name M</div> <div>Last Name MORNING</div> <div>Suffix</div> <div>Status P</div> <div>SSN XXX-XX-1000</div> <div>Birth Date 09/14/1974</div> <div>Gender Female</div> <div>Death Date</div> <div>Type PARTICIPANT</div> <div>Member ID 1256-1827</div>

Address	Contact Information
<div>Permanent 7401 REGISTER DR DES MOINES, IA 50321-2954</div> <div>Edit</div>	

In this example, the employee's date of birth will be corrected. Select **Edit** in the Personal Details section. Edit Member Info, 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.



You have successfully updated the profile

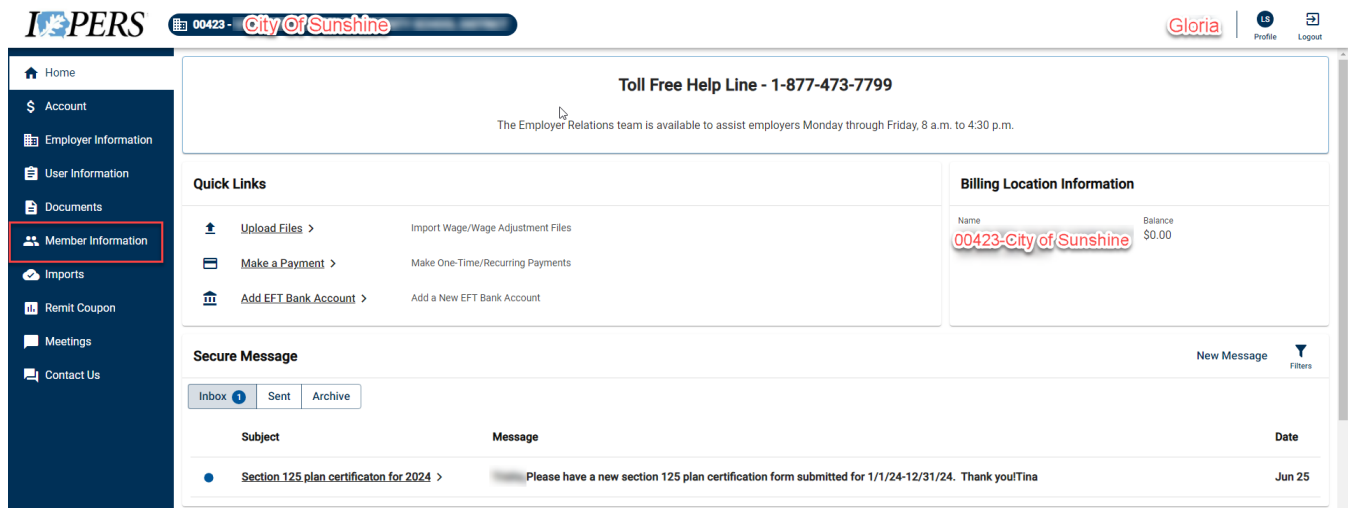


To return to the roster for all employees, click **Member Information in the header on the left side of the screen.

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

Update Member Employment Records

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



I-PERS 00423 - City of Sunshine Gloria Profile Logout

Home

Account

Employer Information

User Information

Documents

Member Information

Imports

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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

Billing Location Information

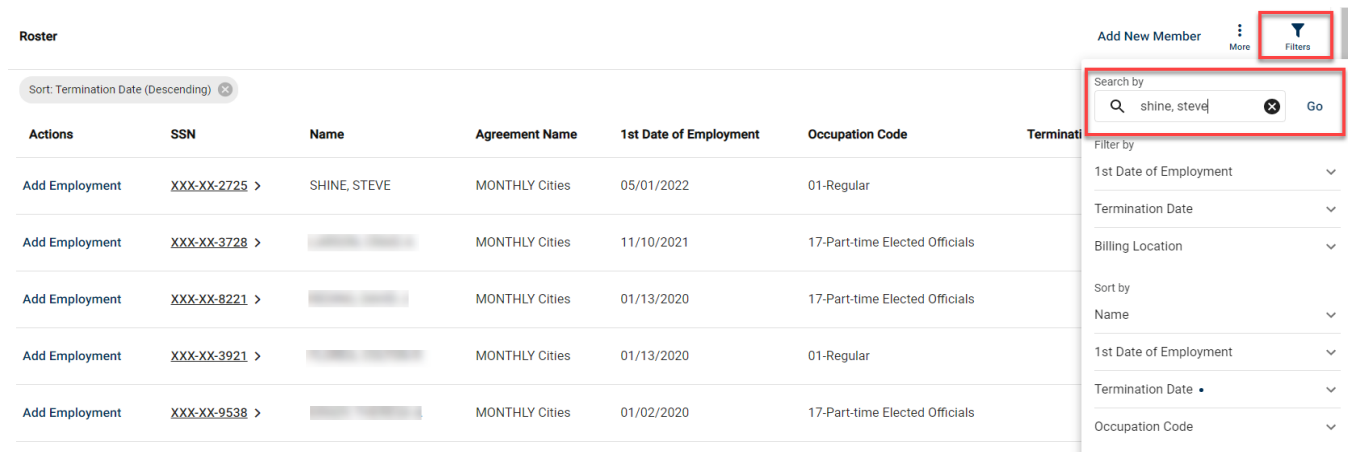
Name	Balance
00423-City of Sunshine	\$0.00

Secure Message [New Message](#) [Filters](#)

[Inbox 1](#) [Sent](#) [Archive](#)

Subject	Message	Date
Section 125 plan certification for 2024 >	Please have a new section 125 plan certification form submitted for 1/1/24-12/31/24. Thank you! Tina	Jun 25

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



Roster [Add New Member](#) [More](#) [Filters](#)

Sort: Termination Date (Descending)

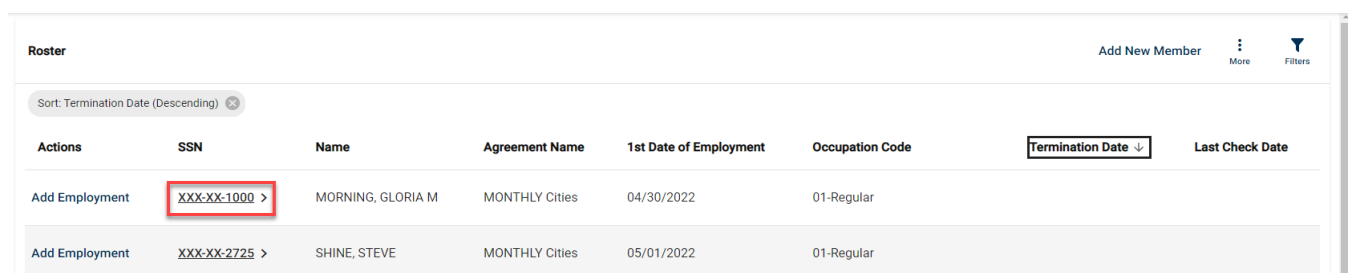
Actions	SSN	Name	Agreement Name	1st Date of Employment	Occupation Code	Termination Date
Add Employment	XXX-XX-2725 >	SHINE, STEVE	MONTHLY Cities	05/01/2022	01-Regular	
Add Employment	XXX-XX-3728 >	[REDACTED]	MONTHLY Cities	11/10/2021	17-Part-time Elected Officials	
Add Employment	XXX-XX-8221 >	[REDACTED]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

Search by [Go](#)

Filter by

- 1st Date of Employment
- Termination Date
- Billing Location
- Sort by
- Name
- 1st Date of Employment
- Termination Date
- Occupation Code

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



Roster [Add New Member](#) [More](#) [Filters](#)

Sort: Termination Date (Descending)

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		

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

Member Information / Employee Details Add Employment

Employment Details Edit	Personal Details Edit
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

Address	Contact Information Edit
Permanent 7401 REGISTER DR DES MOINES, IA 50321-2954 Edit	

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



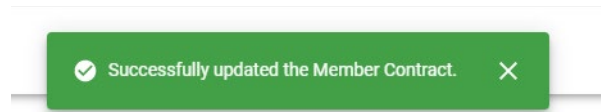
Last Check Date



Cancel

Save

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



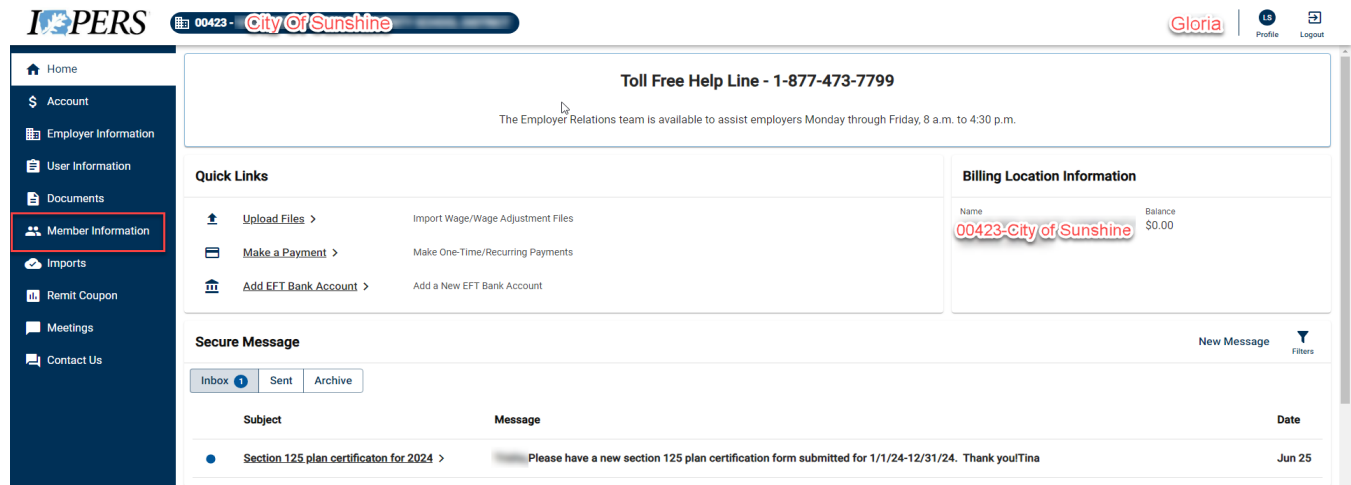
To return to the roster for all employees, click **Member Information in the header on the left side of the screen.

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

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**.



I-PERS 00423 - City of Sunshine Gloria Profile Logout

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

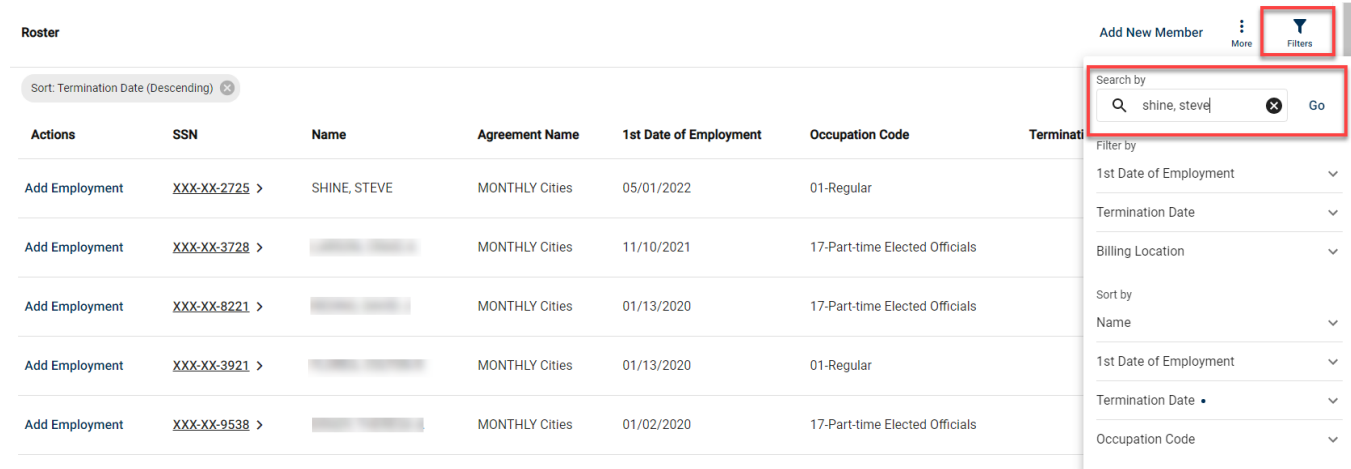
Toll Free Help Line - 1-877-473-7799
 The Employer Relations team is available to assist employers Monday through Friday, 8 a.m. to 4:30 p.m.

Quick Links
 Upload Files > Import Wage/Wage Adjustment Files
 Make a Payment > Make One-Time/Recurring Payments
 Add EFT Bank Account > Add a New EFT Bank Account

Billing Location Information
 Name: 00423-City of Sunshine
 Balance: \$0.00

Secure Message
 New Message Filters
 Inbox Sent Archive
 Subject: Section 125 plan certification for 2024 > Message: Please have a new section 125 plan certification form submitted for 1/1/24-12/31/24. Thank you! Tina Date: Jun 25

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



Roster Add New Member More Filters

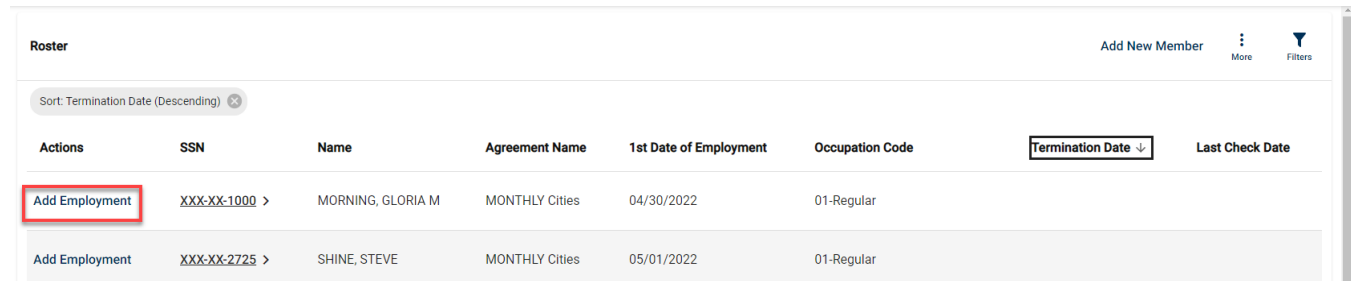
Sort: Termination Date (Descending)

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 >		MONTHLY Cities	11/10/2021	17-Part-time Elected Officials	
Add Employment	XXX-XX-8221 >		MONTHLY Cities	01/13/2020	17-Part-time Elected Officials	
Add Employment	XXX-XX-3921 >		MONTHLY Cities	01/13/2020	01-Regular	
Add Employment	XXX-XX-9538 >		MONTHLY Cities	01/02/2020	17-Part-time Elected Officials	

Search by: shine, steve Go

Filter by:
 1st Date of Employment
 Termination Date
 Billing Location
 Sort by:
 Name
 1st Date of Employment
 Termination Date
 Occupation Code

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



Roster Add New Member More Filters

Sort: Termination Date (Descending)

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 1st 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. ×

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

Member Information

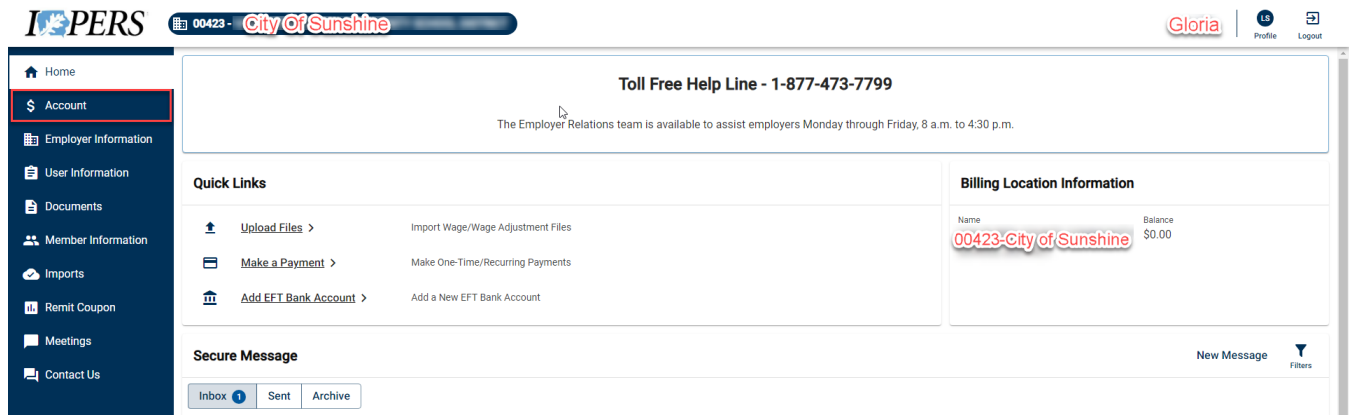
Employee Details

Add Employment

Employment Details		Personal Details		
Edit		Edit		
Occupation Code 01-Regular	Status Code Active	Prefix	First Name GLORIA	Middle Name M

Submit a Manual Wage Report

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



I-PERS 00423 - City of Sunshine

Account

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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

Billing Location Information

Name	Balance
00423-City of Sunshine	\$0.00

Secure Message

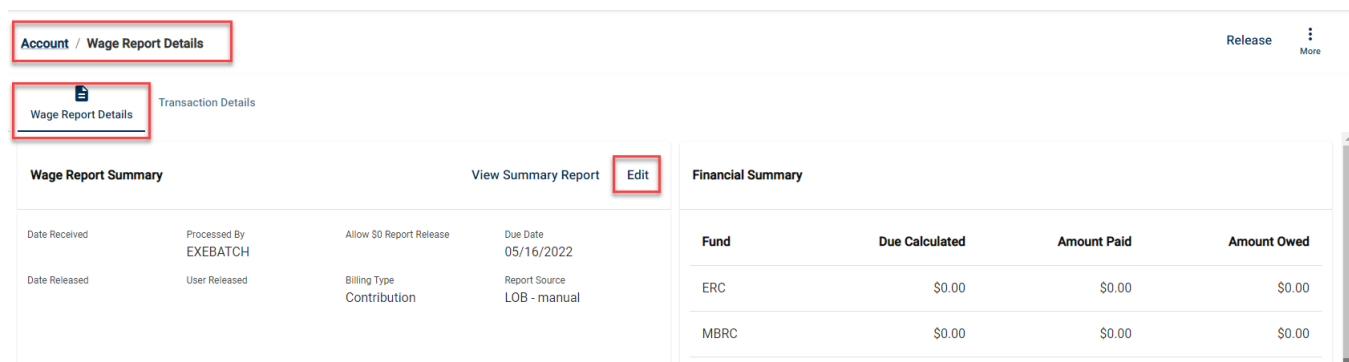
Inbox [Sent](#) [Archive](#)

Find the wage report to be completed, click on the line and make sure it is selected. Select **Trans #** to open 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
120982934 >	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$0.00	\$0.00	
120981746 >	03/31/2022			Payment	Dep.Dt 03/31/2022-Chk# -Tr# 120981746	Open		(\$2,385.16)	(\$0.10)	
120976873 >	03/01/2022	03/31/2022	55303MWINGER	Wage Report	WAGE REPORT MARCH 2022	Closed	Released	\$2,385.10	\$0.00	Completed

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, go to the next step.



Account / Wage Report Details

Wage Report Details

Wage Report Summary [View Summary Report](#) [Edit](#)

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** this will display all current members on your active roster.

Account / Wage Report Details Release More

Wage Report Details Transaction Details

Wage Report Summary View Summary Report Edit

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

Financial Summary

Fund	Due Calculated	Amount Paid	Amount Owed
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		

10 1 - 10 of 12

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 **bottom of page 24 for releasing the report**.

Edit Work History Details Add Member More Filters X

<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

Cancel Apply Save

****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.**

<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"/>											

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.

The Transactions screen will display. The amount owed for this wage report shows under the **Original Balance** column. If the amount owed is different than expected, go back and check the period wages for each employee, making corrections where necessary.

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
120982934 >	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$78.65	\$78.65	

Find the wage report to be completed, click on the line and make sure it is selected.
Select **Trans #** and **Transaction Details** tab. Verify the amount listed is correct. Select **Release** to submit to IPERS.

Account / Transaction Details Release More

Wage Report Details Transaction Details

Transaction Info			Contributions
Transaction Number 120982934	Trans Identifier WAGE REPORT APRIL 2022		Fund Balance
Processed Date 04/01/2022	Status Open	Updated Date	No data found
Trans Type Wage Report	Apply Interest <input checked="" type="checkbox"/>		
Trans Identifier WAGE REPORT APRIL 2022			
Due Date 05/16/2022			
Description	Total \$78.65		

Follow the prompts to submit the wage report. Select **Confirm**, then **Close**. Select **Account** to return to the Transactions page and verify the report has been released.

Submit Work Report ×

Are you sure you want to submit this report?

Cancel Confirm

Submit Work Report ×

Work Report has been submitted successfully.

Close

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		
120982934 >	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.

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		
120982934 >	04/01/2022			Wage Report	WAGE REPORT APRIL 2022	Open	Initial	\$0.00	\$0.00			

Account / Wage Report Details

Comments

Wage Report Details

Transaction Details

Wage Report Summary

View Summary Report

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

Financial Summary

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

1 / 3
81%

Download
Print

Wage & Contribution Report

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
Totals		\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65

Cash Summary

Fund	Due	Paid	Balance
Employer Contributions	\$ 47.20	\$ 0.00	\$ 47.20
Member Contributions	\$ 31.45	\$ 0.00	\$ 31.45
Totals	\$ 78.65	\$ 0.00	\$ 78.65

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 & Contribution Report

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
Totals		\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65

Cash Summary

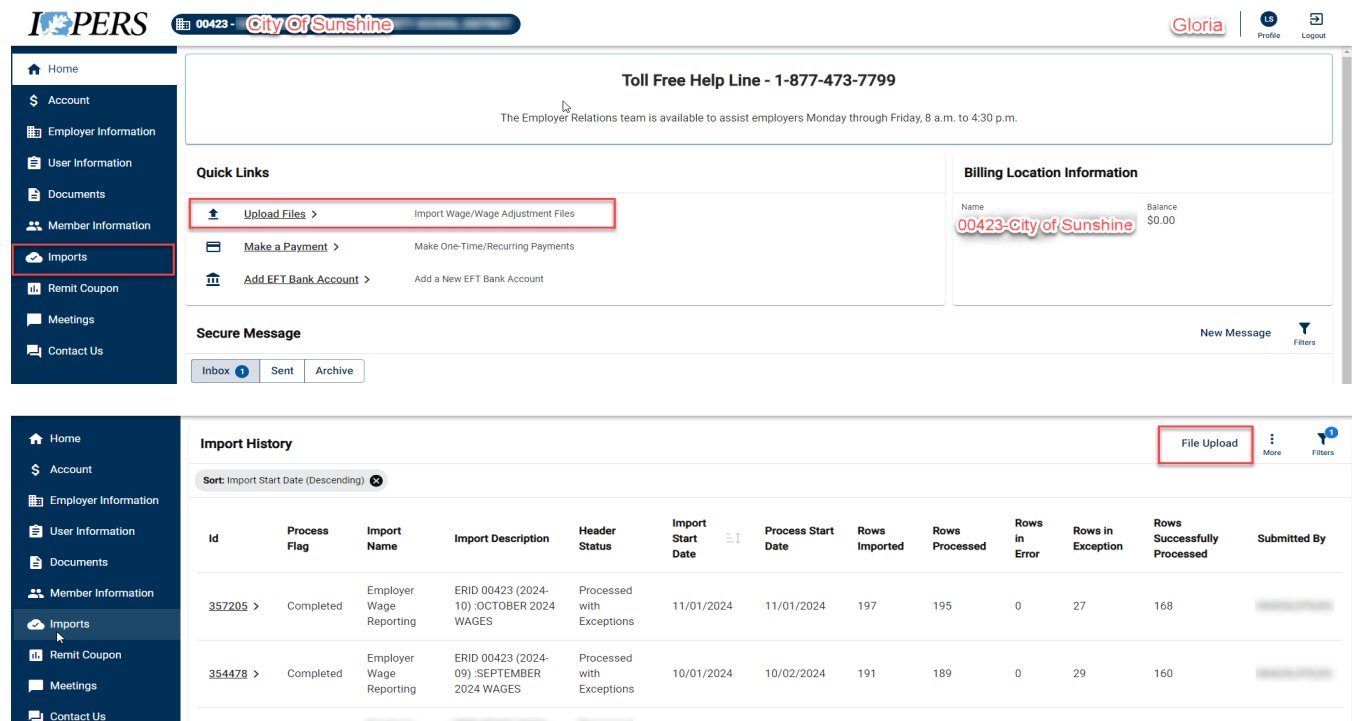
Fund	Due	Paid	Balance
Employer Contributions	\$ 47.20	\$ 0.00	\$ 47.20
Member Contributions	\$ 31.45	\$ 0.00	\$ 31.45
Totals	\$ 78.65	\$ 0.00	\$ 78.65

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

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**.



I-PERS 00423 - City of Sunshine Gloria Profile Logout

Home
Account
Employer Information
User Information
Documents
Member Information
Imports
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
 Add EFT Bank Account > Add a New EFT Bank Account

Billing Location Information
 Name: 00423-City of Sunshine
 Balance: \$0.00

Secure Message
 Inbox 1 Sent Archive New Message Filters

Import History File Upload More Filters
 Sort: Import Start Date (Descending) X

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
357205 >	Completed	Employer Wage Reporting	ERID 00423 (2024-10) :OCTOBER 2024 WAGES	Processed with Exceptions	11/01/2024	11/01/2024	197	195	0	27	168	
354478 >	Completed	Employer Wage Reporting	ERID 00423 (2024-09) :SEPTEMBER 2024 WAGES	Processed with Exceptions	10/01/2024	10/02/2024	191	189	0	29	160	

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

Upload a File X

1 Import Selection 2 Confirmation

Import Definition* 

Choose file for upload * 

Description* 

Cancel

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

Upload a File

×

✓

✓

3

Import Selection

Parameters

Confirmation

Import Definition

Employer Wage Reporting

file name

13310 April Wage Report 2022.txt

Description

April 2022 Wage Report

Report Source

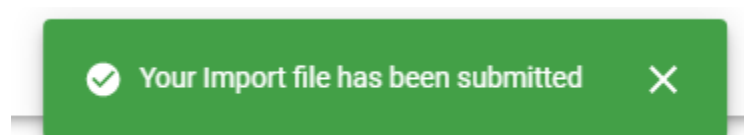
EI

Cancel

Previous

Confirm

Pop-up confirms import file has been submitted.



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

Import History													File Upload	More	Filters
Sort: Import Start Date (Descending)															
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			
357205 >	Completed	Employer Wage Reporting	ERID 00423 (2024-10) :OCTOBER 2024 WAGES	Processed with Exceptions	11/01/2024	11/01/2024	197	195	0	27	168				
354478 >	Completed	Employer Wage Reporting	ERID 00423 (2024-09) :SEPTEMBER 2024 WAGES	Processed with Exceptions	10/01/2024	10/02/2024	191	189	0	29	160				

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

Imports / File Details Validate Void More

File Details Standard Import Report

Import Summary

Import Internal Name Employer Wage Reporting	Description ERID 00423 (2022-04) :April 2022 Wage Report	Inserted Date 06/01/2022
Import Header Status Not Processed	ID 275689	Inserted By [User]
Process Flag Ready	Updated By [User]	Updated Date 06/01/2022

File Name
[User] April Wage Report 2022.txt

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

Import Details Edit Filters

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

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

Imports / File Details Validate Process More

File Details Standard Import Report

Import Summary

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

****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	0	Rows With Error	0
Rows in Exception	0	Rows Successfully 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

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](#) >

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

[illegible]

33

Select **Validate**, to re-validate your file. When all errors are fixed the **Import Detail Status** will be **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	Rows Processed	Rows in Error
6	0	0
Rows in Exception	Rows Successfully Processed	Rows Not Processed
0	0	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	LEARNIS

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

Imports / File Details Validate **Process** More

File Details Standard Import Report

Import Summary

Read the confirmation message and select “x” to close box.

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

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 00423 (2022-04) April 2022 Wage Report	Inserted Date 06/01/2022
Import Header Status Processed with Exceptions	Id 275689	Inserted By GMORNN
Process Flag Completed	Updated By GMORNN	Updated Date 06/01/2022

File Name
00423 April Wage Report 2022.txt

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

Wage Report Summary

View Summary Report

Edit

Date Received
06/02/2022

Processed By
EXEBATCH

Date Released

User Released

Allow \$0 Report Release

Billing Type
Contribution

Due Date
05/16/2022

Report Source
ESS - Import

Financial Summary

Fund	Due Calculated	Amount Paid	Amount Owed
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
	<div>Morning_Gloina</div>	XXX-XX-1000	<div></div>	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](#)

[Confirm](#)

Select **Close**.

Submit Work Report



Work Report has been submitted successfully.

[Close](#)

Select **Account** to the Transactions page.

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 EXEBATCH	Allow \$0 Report Release	Due Date 05/16/2022
Date Released	User Released	Billing Type Contribution	Report Source ESS - import

Financial Summary

Fund	Due Calculated	Amount Paid	Amount Owed
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 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	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 ex. *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
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 View Summary Report

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

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.

data

1 / 3 | 81% + | [Download Arrow] [Print]

1

2

3

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

Transit: 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
Totals		\$ 500.00	\$ 47.20	\$ 31.45	\$ 78.65

Cash Summary

Fund	Due	Paid	Balance
Employer Contributions	\$ 47.20	\$ 0.00	\$ 47.20
Member Contributions	\$ 31.45	\$ 0.00	\$ 31.45
Totals	\$ 78.65	\$ 0.00	\$ 78.65

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

Transit: 120982934

Date Released: 06/01/2022

Member Count: 13

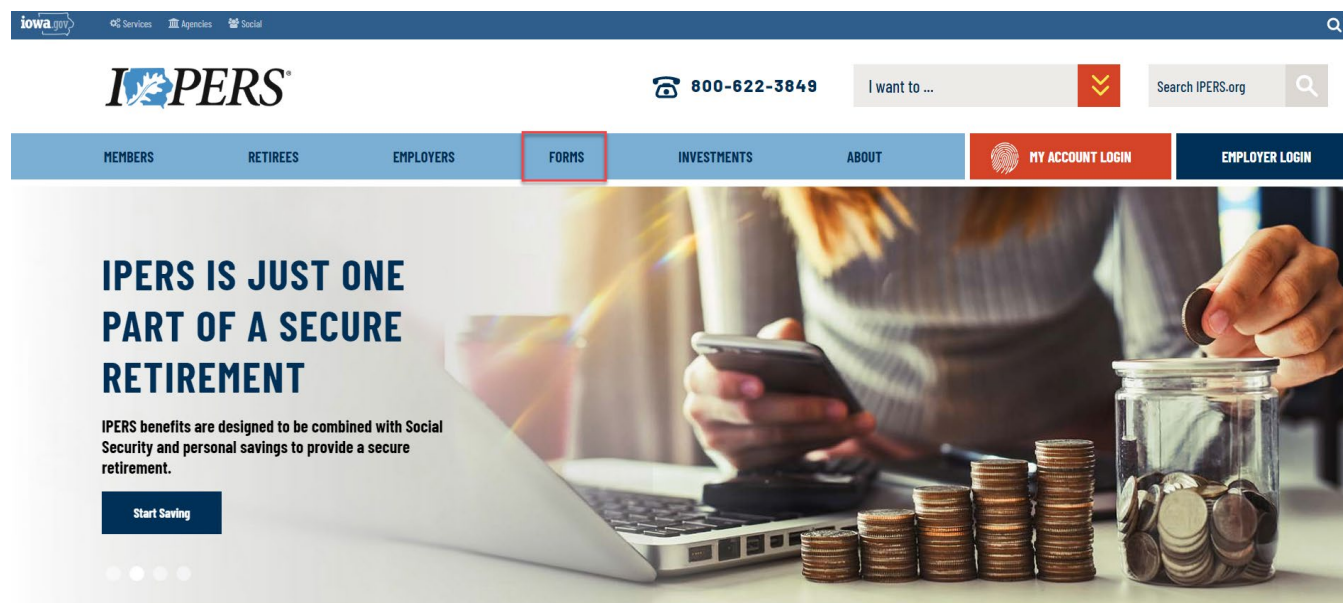
Report Source: ESS - manual

Page 2 of 3

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 Adjustment

Go to www.ipers.org and select **Forms**.



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

Forms

MEMBER



RETIREE



EMPLOYER



Close or Merge Employer Account

This form notifies IPERS that you are closing an account or merging an account with another one.

Employer Account/Reporting Official Demographics

Use this form to change your designated reporting official, and to add or update contact information for your employer.

Request for Extension

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.

Wage Adjustment Import Spreadsheet

Use this template to create and save a spreadsheet to your computer. You can then export the spreadsheet to IPERS through I-Que.

Election for Termination of IPERS Coverage

For some public employees who can opt out of IPERS within the first 60 days of employment.

Employer Enrollment Application

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.

Request for Waiver of Fee/Interest Charges

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.

Wage Report Due Date Change

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

Electronic Wage Reporting Waiver

Submit this form if you are unable to file reports electronically. Processing fees may be waived in extenuating circumstances.

Periodic Wage Detail

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.

*NOTE: You **do not** need to use this form if you use I-Que to report electronically.*

Section 125 Plan Certification

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.

Wage Reporting Adjustments

Use this form to request corrections to wages that were unreported or erroneously reported during a previous quarter.

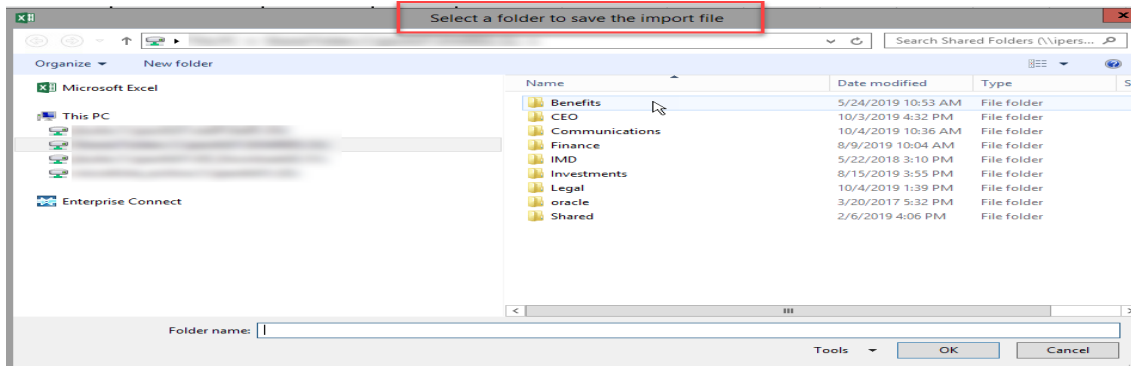
Select the **Import Data** tab to add information about your wage adjustment.

Instructions for completing Wage Adjustment Import File	
A	B
1	Instructions for completing Wage Adjustment Import File
2	
3	Employer ID
4	Five-digit employer ID assigned to the employer account.
5	SSN
6	Nine-digit social security number for member whose wages you are adjusting. Enter numbers only; do not include hyphens.
7	Occupation Code
8	Occupation code assigned to employment type. See Section 5 of IPERS' Employer Handbook or IPERS' Web site for a complete list of occupation codes.
9	From Date
10	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.
11	To Date
12	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.
13	Wage Adjustment Amount
14	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.
15	Final Wages
16	The sum of the originally reported wages and the wage adjustment amount in the previous two columns. Must be at least \$0.00.
17	Adjustment Reason Code
18	The reason code number for the wage adjustment from the list below.
19	Corrected SSN
20	If correcting wages reported under an incorrect SSN, enter the correct SSN here.
21	When completely done, hit "Create Import File" button. This will save this file to your desktop.
22	The Wage Adjustment Report will now be available to process using the import feature of I-Que.
23	

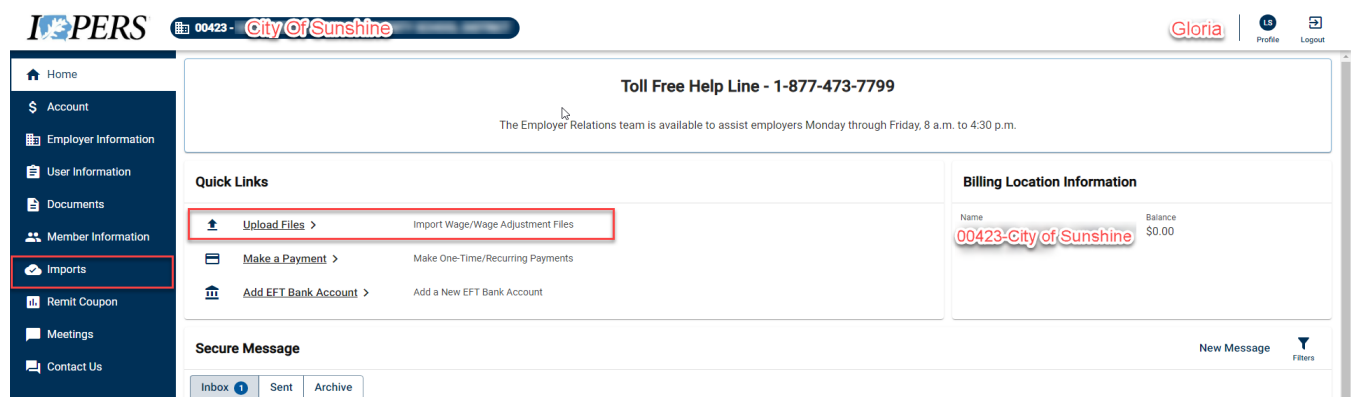
Enter the information exactly as requested (a sample header line is shown below) or the file will not process correctly when imported. When finished, select the blue **Create Import File** to export the file to your desired location.

wage_adjustmen_import_template_nonstate_2.xls [Compatibility Mode] - Microsoft Excel									
Employer ID	SSN	Occupation Code	From Date (MMDDYYYY)	To Date (MMDDYYYY)	Wage Adjustment Amount	Final Wages	Adjustment Reason Code	Corrected SSN	Create Import File
425	654654666	01	06012018	06302018	\$1,000.00	\$3,356.56	03		

Choose where you wish to save this file on your computer and then Select **OK** and close the Wage Adjustment Import Spreadsheet.



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**.

Upload a File ✕

1 Import Selection 2 Parameters 3 Confirmation

Import Definition*
Employer Wage Adjustment Reporting

Choose file for upload *
Import 06_02_2022 02 44 PM.txt BROWSE

Description*
April correction SShine

Cancel Next

Confirm the information. Select **Confirm**.

Upload a File ×

✓

Import Selection

✓

Parameters

3

Confirmation

Import Definition
Employer Wage Adjustment Reporting

file name
Import 06_02_2022 02 44 PM.txt

Description
April correction SShine

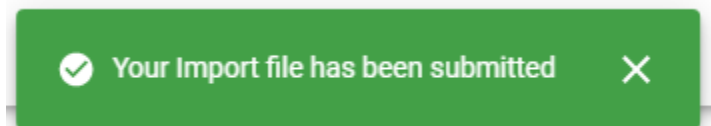
Report Source
EI

Cancel

Previous

Confirm

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



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

I-PERS

00423 - City Of Sunshine

Gloria

Profile

Logout

Home

Account

Employer Information

User Information

Documents

Member Information

Imports

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

Add EFT Bank Account >

Add a New EFT Bank Account

Billing Location Information

Name

00423-City of Sunshine

Balance

\$0.00

Secure Message

Inbox 1

Sent

Archive

New Message

Filters

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	ERID 00423 :April correction SSHine	Not Processed	06/02/2022		3					GMORNIN		

File details open, select **Validate**.

Imports / File Details

ValidateVoidMore

File DetailsStandard Import Report

Import Summary

Import Internal Name	Description	Inserted Date
Employer Wage Adjustment Reporting	ERID 00423 :April correction SSHine	06/02/2022
Import Header Status	Id	Inserted By
Not Processed	275704	GMORNIN
Process Flag	Updated By	Updated Date
Ready	GMORNIN	06/02/2022

File Name	Rows Imported	Rows Processed	Rows in Error
Import 06_02_2022 02 44 PM.txt	3		
Rows in Exception	Rows Successfully Processed	Rows Not Processed	

Import DetailsEditFilters

Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	SSN	Agency Code	Occupation Code	From Date	To Date	Adjustment Sign	A
	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						

Check the **Import Header Status** of the file. (F5 to refresh the screen) If it contains 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								
Import Header Status Validated Successfully			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**.

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	Adjustment
		1	Not Processed	Yes	1	55303	+00000050	000				
Error/Warnings	Error	2	Validated With Errors	Yes	2	55303	100012725		01	20220501	20220430	+
		3	Not Processed	Yes	3	55303	00001					

Research to correct errors or contact IPERS ERAM at 1-877-473-7799.

Once errors have been corrected, Re-validate your file. The file status should be 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
Import Header Status Validated Successfully	Id 275704	Inserted By GMORNIN
Process Flag Validated	Updated By GMORNIN	Updated Date 06/02/2022

Read the confirmation message.



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 Employer Information User Information Documents	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		
	120986240 >	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

Wage Report Details

Wage Report Summary				View Summary Report	Edit	Financial Summary			
Date Received 06/02/2022	Processed By GMORNIN	Allow SO Report Release	Due Date						
Date Released	User Released	Billing Type Contribution	Report Source ESS - Import						
				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

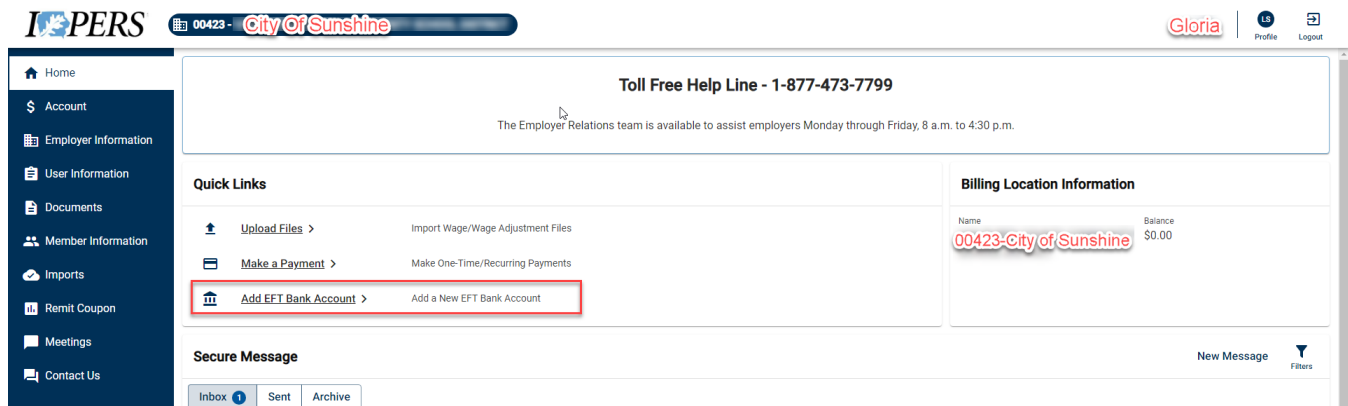
This wage adjustment has been submitted to IPERS for processing. Amount due or credit will be sent on your next monthly statement.

Close

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

Add a Financial Institution

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



I-PERS 00423 - City of Sunshine Gloria Profile Logout

Home

Account

Employer Information

User Information

Documents

Member Information

Imports

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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

Billing Location Information

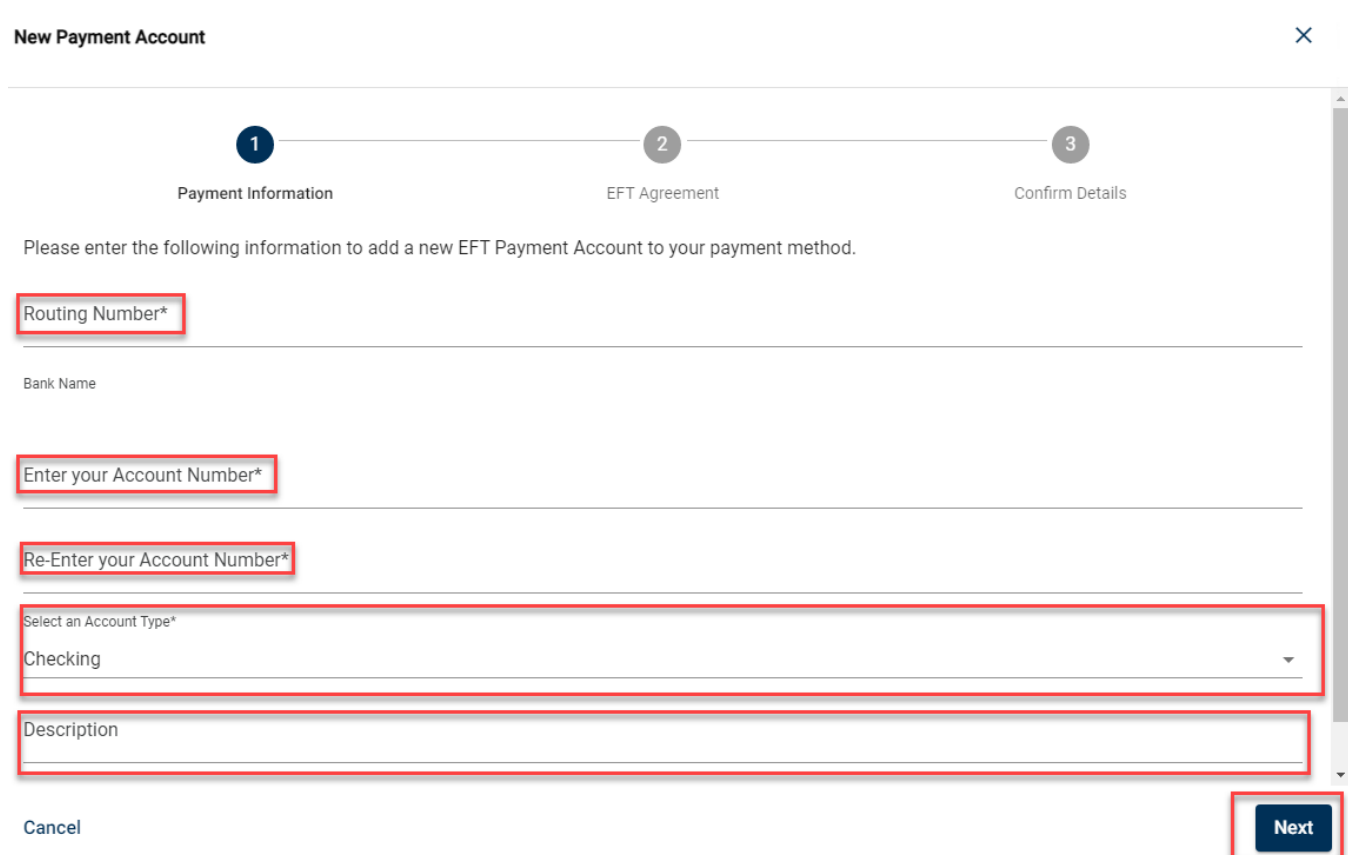
Name	Balance
00423-City of Sunshine	\$0.00

Secure Message

[Inbox 1](#) [Sent](#) [Archive](#)

[New Message](#) [Filters](#)

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



New Payment Account

1 Payment Information 2 EFT Agreement 3 Confirm Details

Please enter the following information to add a new EFT Payment Account to your payment method.

Routing Number*

Bank Name

Enter your Account Number*

Re-Enter your Account Number*

Select an Account Type*

Checking

Description

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

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

New Payment Account



Payment Information



EFT Agreement



Confirm Details

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 SOMERS ("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: REGIONS 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

×

✓

✓

3

Payment Information

EFT Agreement

Confirm Details

Please review and confirm your payment method details.

Routing Number 064000017	Bank Name REGIONS BANK
Account Number XXXX4537	Account Type Checking
Description Regions Bank 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

×

✓


✓

✓

Payment Information

EFT Agreement

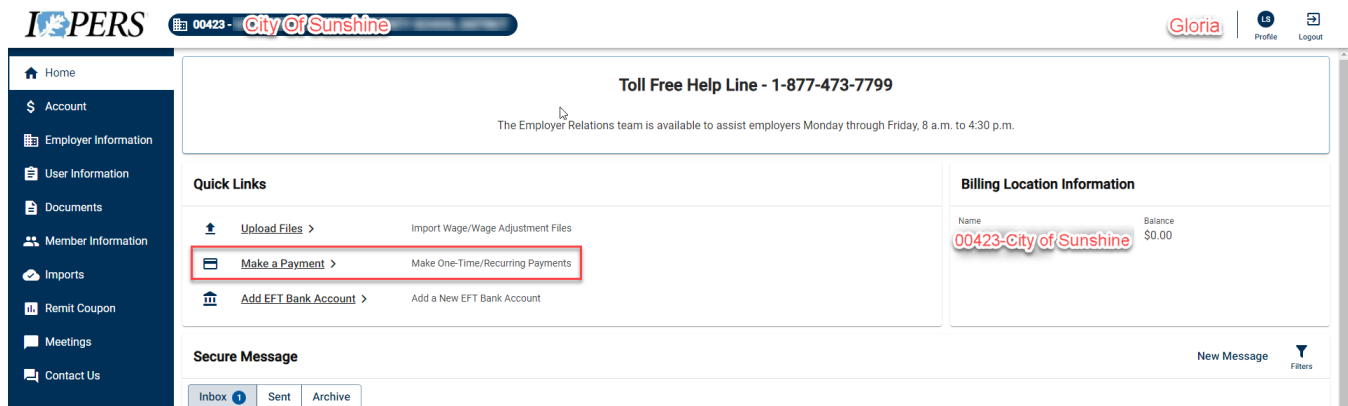
Confirm Details


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

Close

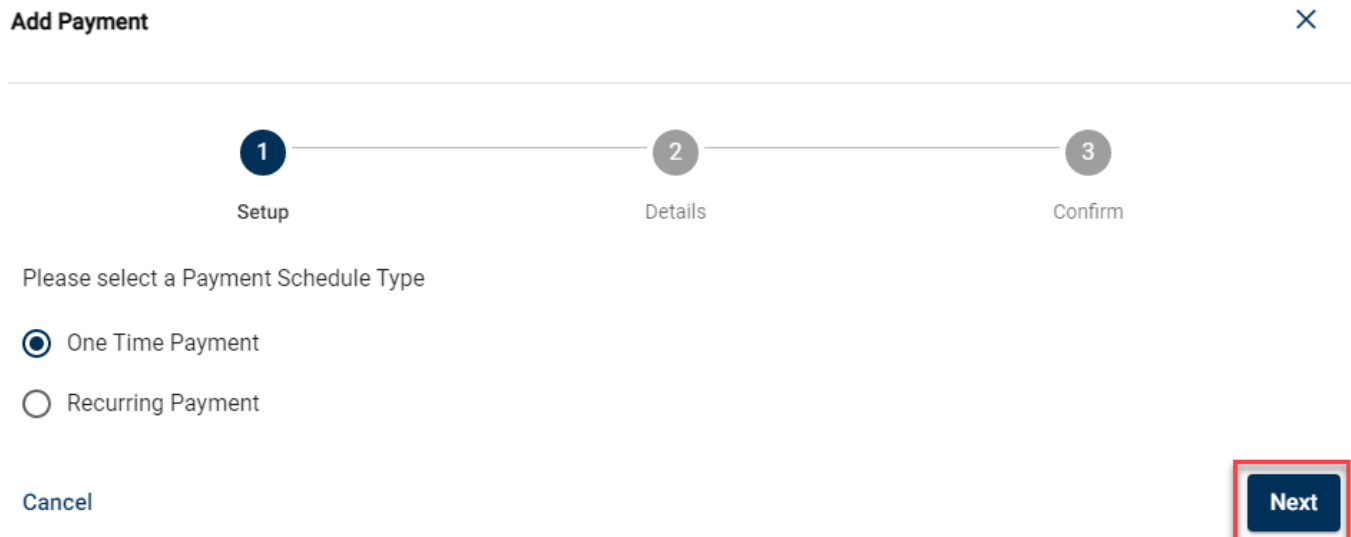
Make an Online EFT Payment

On the home page, select **Make a Payment**.



The screenshot shows the I-PERS City of Sunshine portal. The top navigation bar includes the I-PERS logo, the user ID '00423 - City of Sunshine', and a 'Gloria' profile icon. A sidebar on the left lists various menu items. The main content area features a 'Toll Free Help Line - 1-877-473-7799' banner, a 'Quick Links' section with a red box around the 'Make a Payment' link, and a 'Billing Location Information' section showing the user's name and balance.

Select **One Time Payment** or **Recurring Payment**, then select **Next**.



The 'Add Payment' modal window displays a three-step process: 1. Setup, 2. Details, and 3. Confirm. Below the steps, users are prompted to select a 'Payment Schedule Type'. The 'One Time Payment' option is selected with a radio button. The 'Next' button at the bottom right is highlighted with a red box.

Add Payment ×

1 — 2 — 3
Setup — Details — Confirm

Please select a Payment Schedule Type

☒ One Time Payment
☐ Recurring Payment


Cancel **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 information. Select **Confirm**.

Add Payment×

✓

✓

3

Setup

Details

Confirm

Please review your payment details:

Payment Amount
\$40.00

Payment Date
06/02/2022

Description
April 2022

Payment Account
Regions Bank Checking Account

[Cancel](#)

[Previous](#)

Confirm

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

Add Payment×

✓

✓

✓

Setup

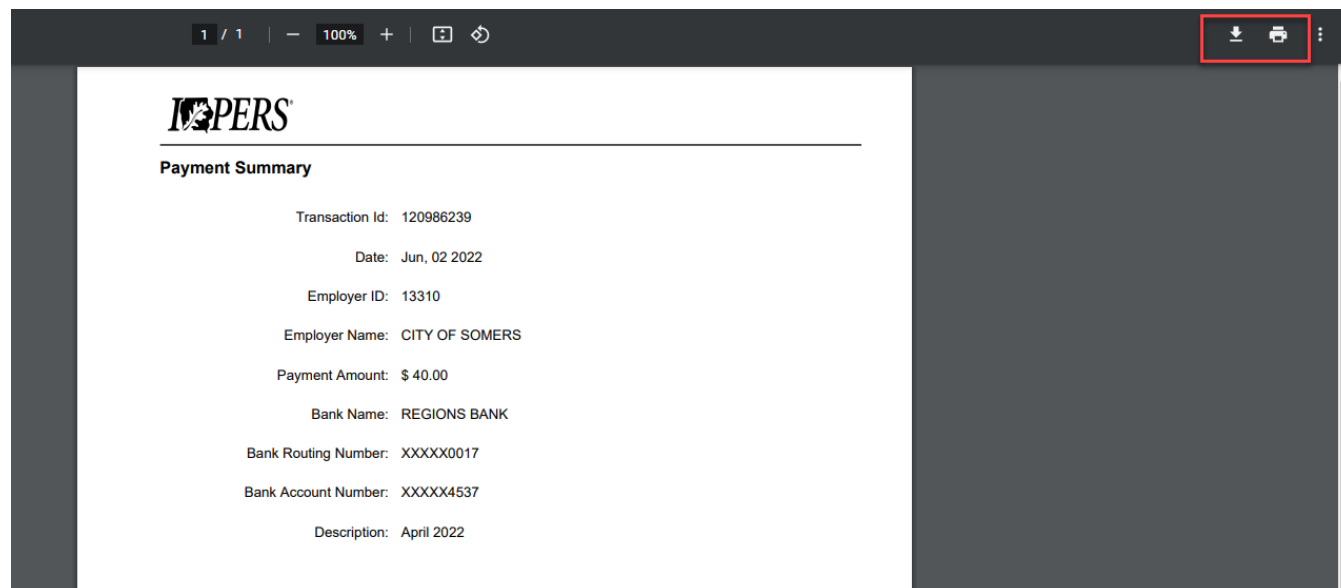
Details

Confirm

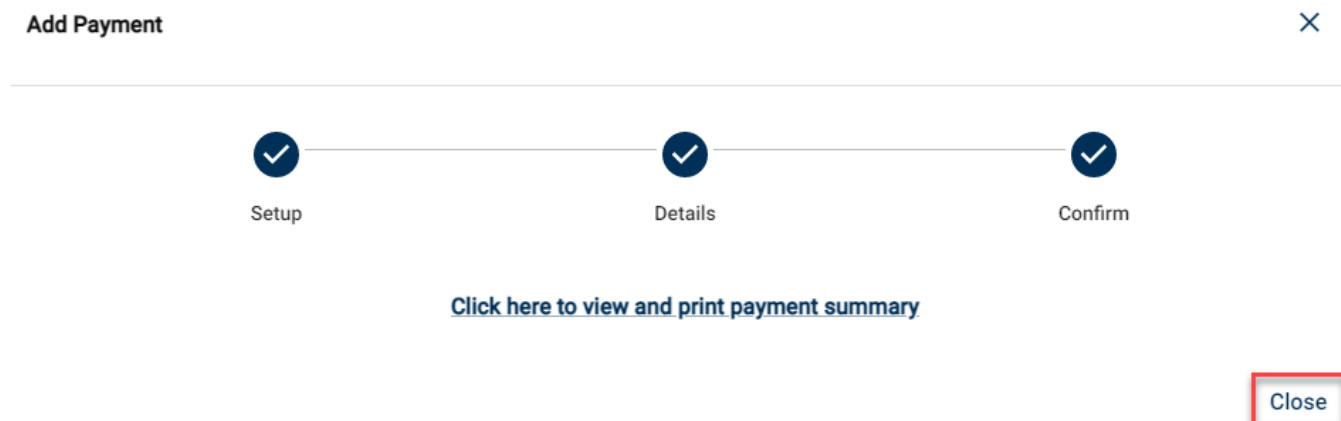
[Click here to view and print payment summary](#)

[Close](#)

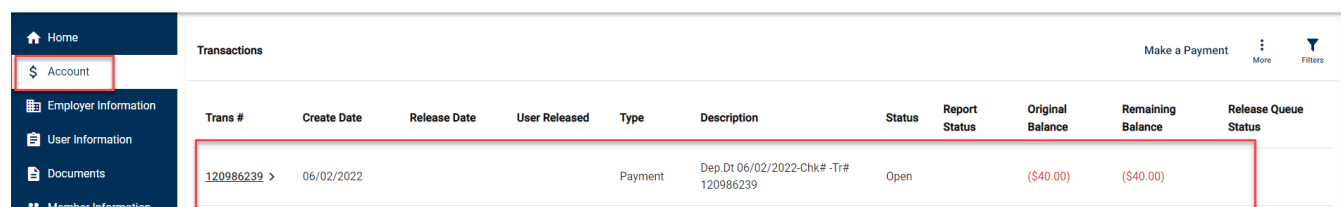
The **Payment Summary** will display. Select **Download Arrow** or **Print**. Click on “x” to close out of the Payment Summary in the upper right corner of the window. If this print does not work, click Ctrl-P for a print screen.



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.

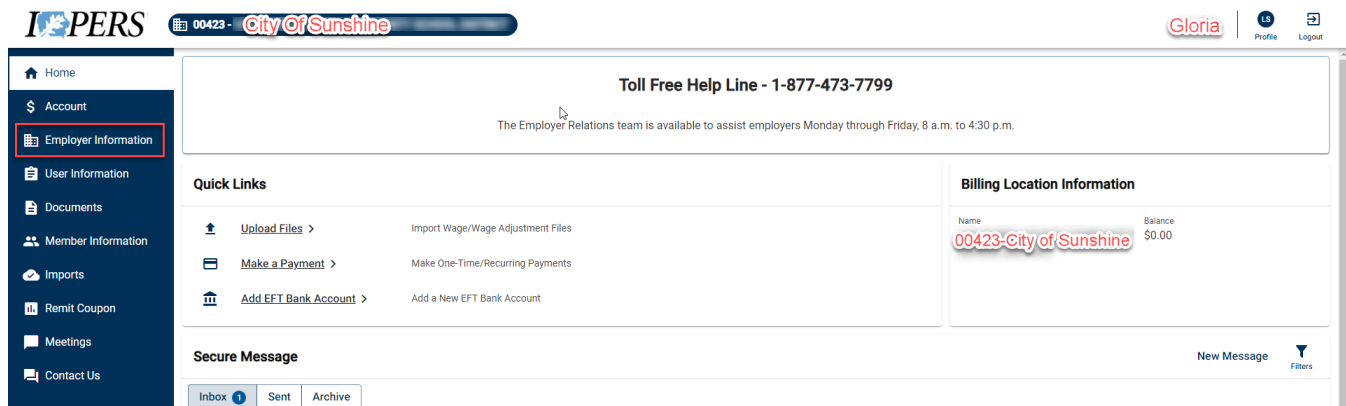


To view your scheduled payments or see your EFT payment History, scroll down on the Transactions page to display Payment Schedules. This should reflect the scheduled payment.

Payment Schedules Filters												
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
STATE >	Closed	OCTOBER 2024 PAYMENT	\$109,407.81	One-Time Payment	EFT Payment Account	11/08/2024			11/08/2024	11/01/2024	00423	11/08/2024
STATE >	Closed	SEPTEMBER 2024 PAYMENT	\$111,027.42	One-Time Payment	EFT Payment Account	10/08/2024			10/08/2024	10/02/2024	00423	10/08/2024
STATE >	Closed	AUGUST 2024 PAYMENT	\$98,424.66	One-Time Payment	EFT Payment Account	09/10/2024			09/10/2024	08/30/2024	00423	09/10/2024

View or Update Employer Information

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
 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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

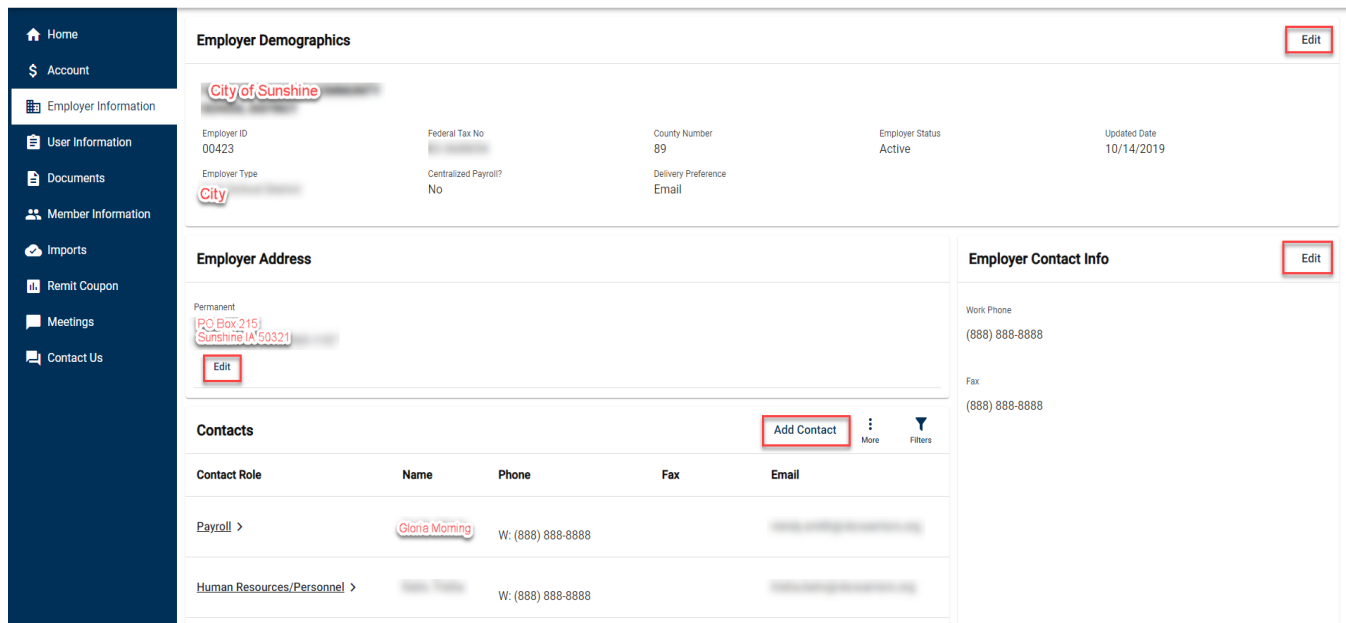
Billing Location Information

Name	Balance
00423-City of Sunshine	\$0.00

Secure Message [New Message](#) [Filters](#)

[Inbox 1](#) [Sent](#) [Archive](#)

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



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

Employer Demographics [Edit](#)

City of Sunshine

Employer ID	Federal Tax No	County Number	Employer Status	Updated Date
00423		89	Active	10/14/2019

Employer Type: City Centralized Payroll? No Delivery Preference: Email

Employer Address

Permanent
 PO Box 215
 Sunshine IA 50321
[Edit](#)

Employer Contact Info [Edit](#)

Work Phone
 (888) 888-8888

Fax
 (888) 888-8888

Contacts [Add Contact](#) [More](#) [Filters](#)

Contact Role	Name	Phone	Fax	Email
Payroll >	Gloria Morning	W: (888) 888-8888		
Human Resources/Personnel >		W: (888) 888-8888		

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

PO BOX 100

Apt/Ste/Other

105 2ND ST S

Care Of/POA

Zip*

50483-0215

City*

Sunshine


County

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*

50009-1809

City*

ALTOONA

County

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

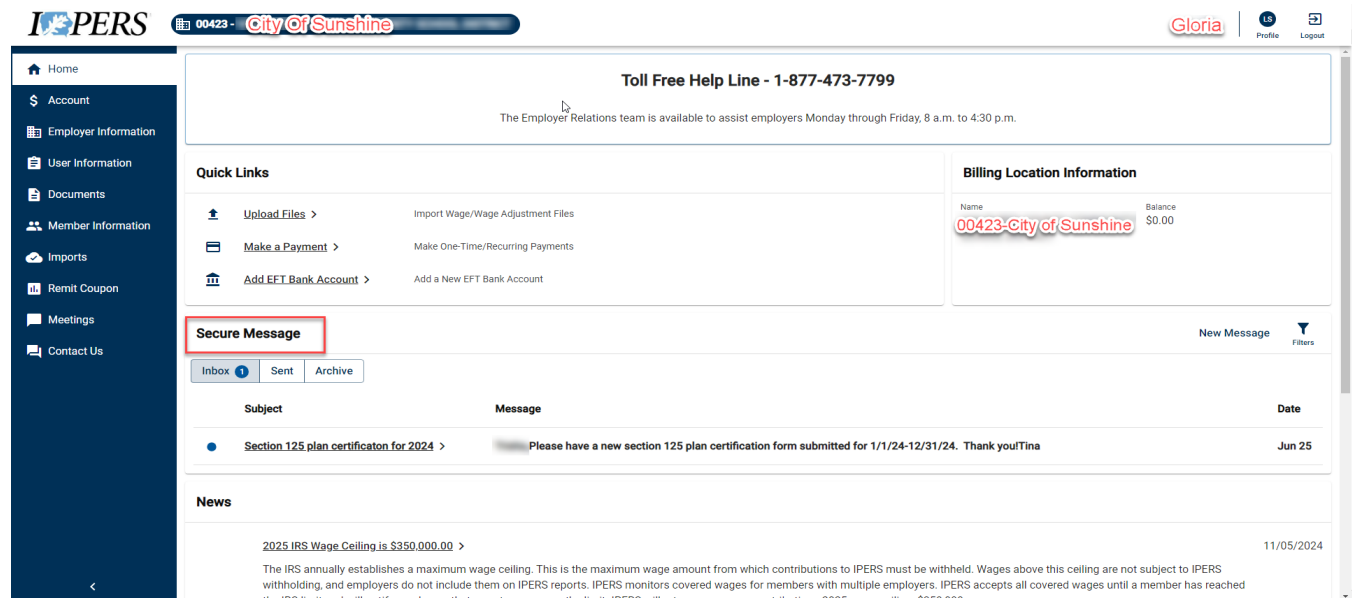
✓

Your address has been updated successfully

×

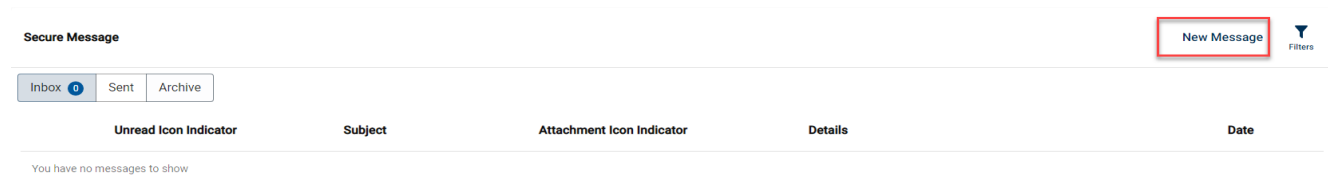
Message Center

On the home page, your messages will appear under **Secure Message**.



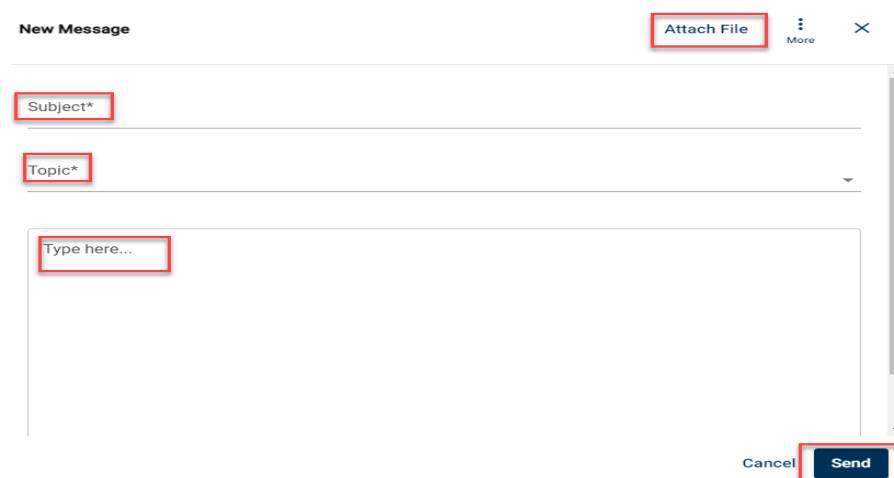
The screenshot shows the IPERS home page for user 00423 - City of Sunshine. The left sidebar contains navigation links: Home, Account, Employer Information, User Information, Documents, Member Information, Imports, Remit Coupon, Meetings, and Contact Us. The main content area includes a Toll Free Help Line (1-877-473-7799), Quick Links (Upload Files, Make a Payment, Add EFT Bank Account), Billing Location Information (00423-City of Sunshine, \$0.00), and a Secure Message section. The Secure Message section shows an Inbox with 1 message, a list of messages with columns for Subject, Message, and Date, and a News section with a link to 2025 IRS Wage Ceiling.

To send a new message, Select **New Message**.



The screenshot shows the Secure Message section with a New Message button highlighted. Below the button are tabs for Inbox (1), Sent, and Archive. A table header shows Unread Icon Indicator, Subject, Attachment Icon Indicator, Details, and Date. The message list is empty, showing "You have no messages to show".

Complete the message wizard. If no attachment, Select **Send**. See additional instructions on adding an attachment.



The screenshot shows the New Message wizard form. It includes an Attach File button, a Subject* field, a Topic* field, and a large text area labeled "Type here...". At the bottom right, there are Cancel and Send buttons.

Attach File

In this screen, you can choose to upload multiple documents from your computer. Begin by clicking the upload icon below or dragging a file into the box.

Click to upload, or drag and drop files here.


UPLOAD ALL

CANCEL


CLOSE

Attach File✕

In this screen, you can choose to upload multiple documents from your computer. Begin by clicking the upload icon below or dragging a file into the box.



Click to upload, or drag and drop files here.



0 I-Que H...

0.06MB ...

Uploaded

Description

✕


UPLOAD ALL

CANCEL

CLOSE

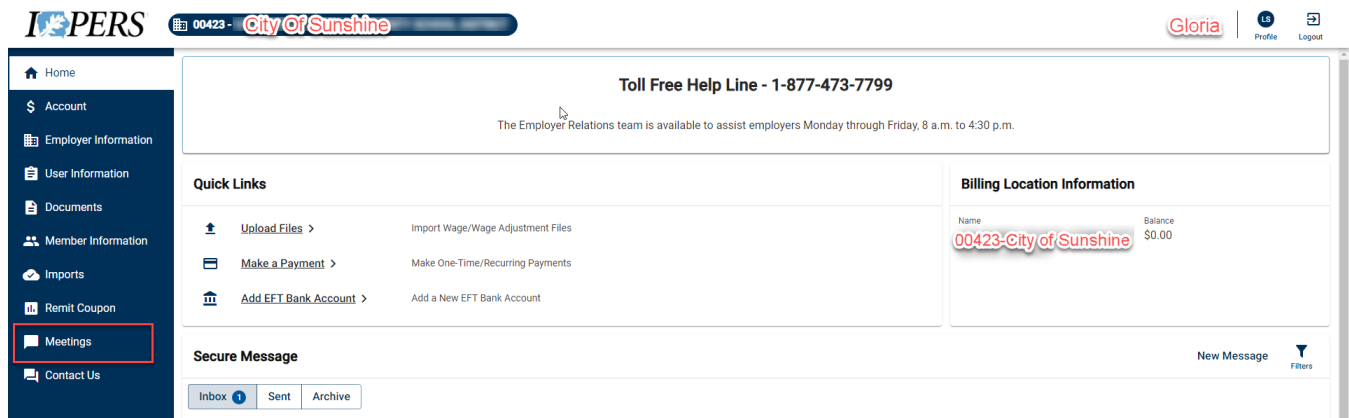
In order to see your sent messages, click the **Sent** tab. You will see your message and attachment have been sent securely.

Secure Message New Message Filters

<div> <div>Inbox 0</div> <div>Sent</div> <div>Archive</div> </div>				
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

Training Registration

On the home page, under Meetings



I-PERS 00423 - City of Sunshine Gloria Profile Logout

Home

Account

Employer Information

User Information

Documents

Member Information

Imports

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
- [Add EFT Bank Account >](#) Add a New EFT Bank Account

Billing Location Information

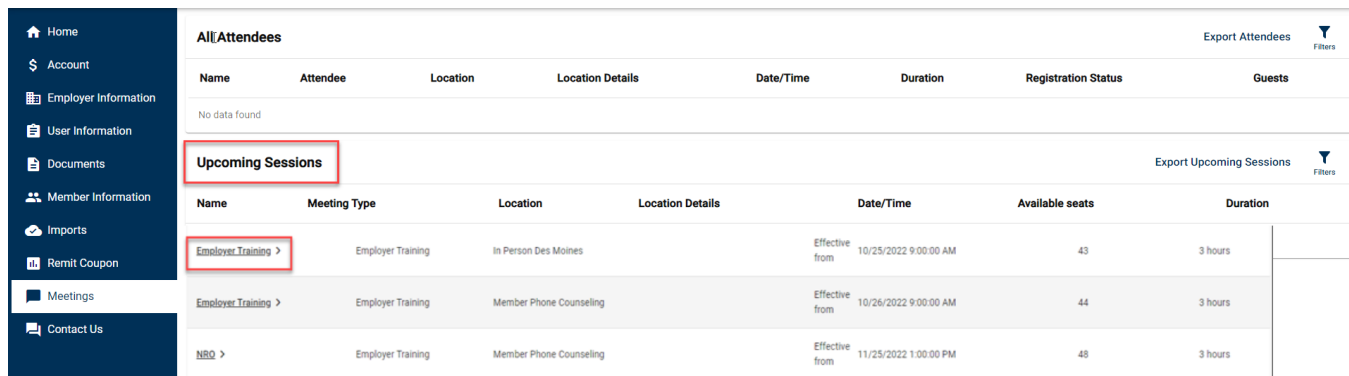
Name	Balance
00423-City of Sunshine	\$0.00

Secure Message

[Inbox 1](#) [Sent](#) [Archive](#)

[New Message](#) [Filters](#)

Under the Upcoming Sessions – choose the session you wish to attend



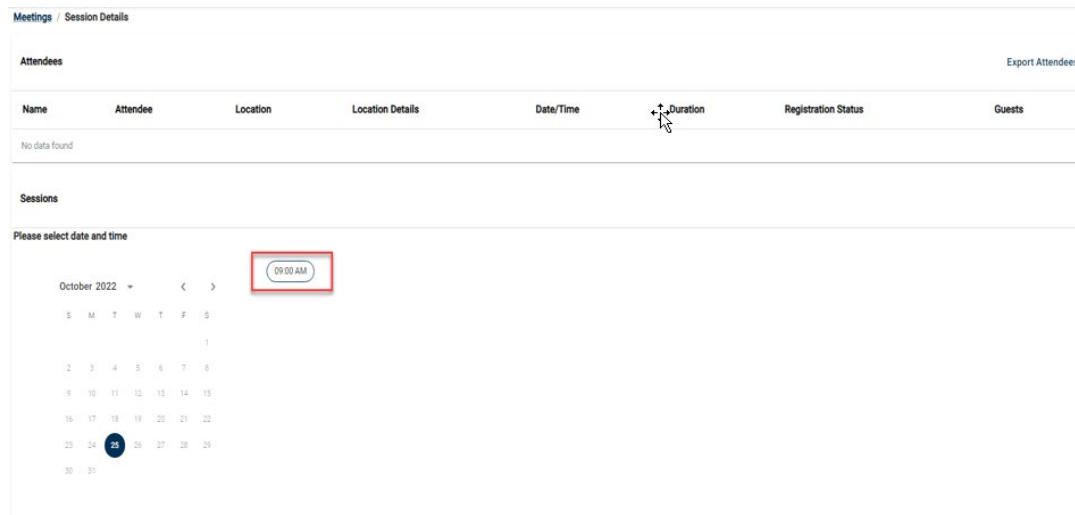
All Attendees [Export Attendees](#) [Filters](#)

Name	Attendee	Location	Location Details	Date/Time	Duration	Registration Status	Guests
No data found							

Upcoming Sessions [Export Upcoming Sessions](#) [Filters](#)

Name	Meeting Type	Location	Location Details	Date/Time	Available seats	Duration
Employer Training >	Employer Training	In Person Des Moines		Effective from 10/25/2022 9:00:00 AM	43	3 hours
Employer Training >	Employer Training	Member Phone Counseling		Effective from 10/26/2022 9:00:00 AM	44	3 hours
NBO >	Employer Training	Member Phone Counseling		Effective from 11/25/2022 1:00:00 PM	48	3 hours

Select the time slot available



Meetings / Session Details [Export Attendees](#)

Attendees

Name	Attendee	Location	Location Details	Date/Time	Duration	Registration Status	Guests
No data found							

Sessions

Please select date and time

October 2022

09:00 AM

Then select Book Slot

[Meetings](#) / Session Details

Attendees Export Attendees

Name	Attendee	Location	Location Details	Date/Time	Duration	Registration Status	Guests
No data found							

Sessions

Please select date and time

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

09:00 AM

43 Seats Available
Maximum 45 attendees allowed

Book Slot

Click on 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

×

✓

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

You will be presented with the following screen – select Close

Session Registration

×

✓

Add Attendee

✓

Confirm

✓

Success

Close

The information you added now appears under the Meetings 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 that line and then select **Cancel RSVP**

Meetings / Session Details

Attendees
Export Attendees

Name	Attendee	Location	Location Details	Date/Time	Duration	Registration Status	Guests
Employer Training >	READY, EMMA	IN PERSON DES MOINES		Effective from 10/25/2022 9:00 AM	3 hours	CONFIRMED	

Sessions

Please select date and time

October 2022
<
>

09:00 AM

S
M
T
W
T
F
S

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31