



I-Que **HELP GUIDE**

EMPLOYER SELF-SERVICE: 877-473-7799

A faded, low-angle photograph of a building with the "I-PERS" logo on its facade, set against a dark blue background with tree silhouettes.

I-PERS

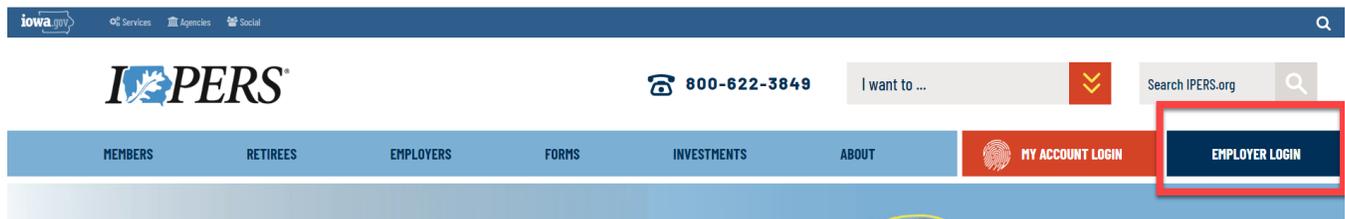
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Log In

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**.

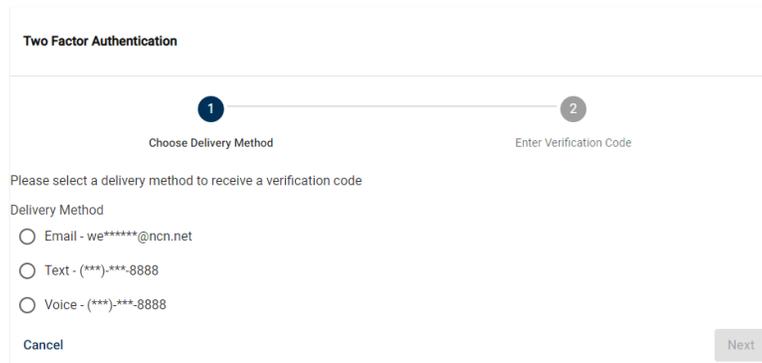
A screenshot of the IPERS login form. At the top is the IPERS logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the fields is a large dark blue button labeled 'Sign In'. At the bottom of the form are two links: 'Forgot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

Your username is your 5-digit IPERS employer ID number, the first letter of your first name, and the first 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:**

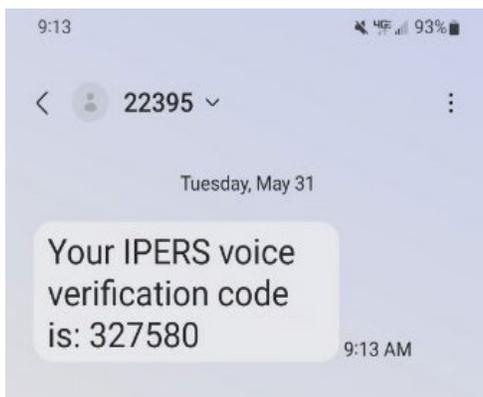
- Must be at least 8 characters long
- Must begin with a letter
- Must contain at least 2 letters
- Must contain at least 1 number
- Must contain at least 1 special character
 - Special characters are !, @, \$, &, %, *, #, or _
- Are case-sensitive

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



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 Choose Delivery Method 2 Enter Verification Code

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

Verification Code*

Resend Code

Cancel Previous **Confirm**

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



End-User License Agreement (EULA)

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

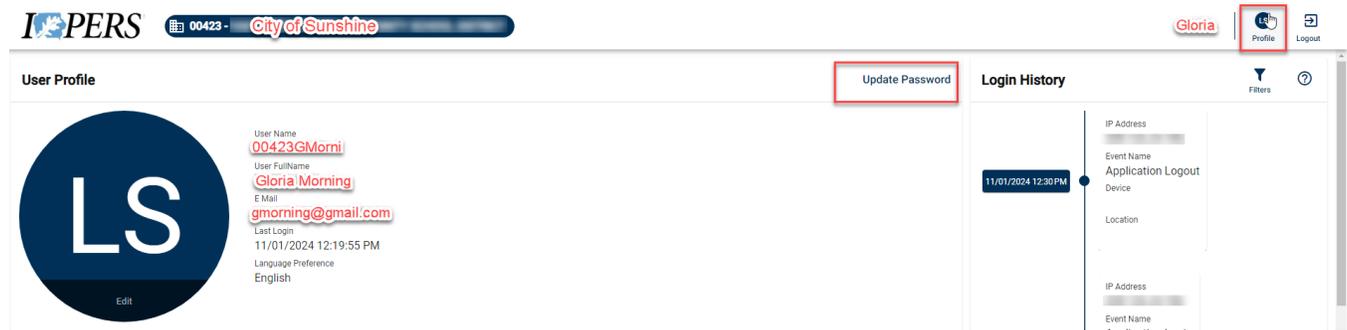


This opens to the IPERS I-Que home page.

The screenshot shows the IPERS I-Que home page for user Gloria. The page includes a navigation sidebar on the left with options like Home, Account, Employer Information, User Information, Documents, Member Information, Imports, Remit Coupon, Meetings, and Contact Us. The main content area features a toll-free help line number (1-877-473-7799) and a message from the Employer Relations team. Below this are sections for Quick Links (Upload Files, Make a Payment, Add EFT Bank Account), Billing Location Information (00423 - City of Sunshine, Balance \$0.00), a Secure Message (Section 125 plan certification for 2024), and a News section (2025 IRS Wage Ceiling is \$350,000.00).

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:

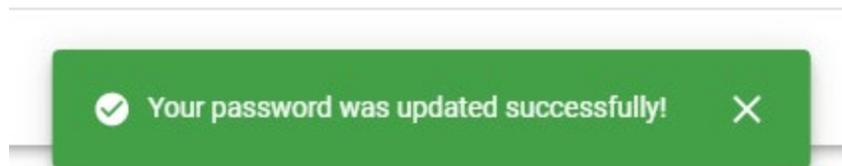
1. Must be at least 8 characters long
2. Must include 2 alpha characters
3. Must include 1 numeric character
4. Must include 1 special character !, @, \$, %, *, #, or _

Enter your current password

Enter your new password

Enter your new password again

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	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

Select **Add New Member**.

I-PERS 00423 City of Sunshine Gloria AR Logout

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

Roster Add New Member Show 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-SLISZ, 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 ×

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 ×

Information

We found this person already in our system.

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

Prefix

First Name*
GLORIA

Middle Name
M

Last Name*
MORNING

Cancel Previous Next

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

New Hire ×
Step 3: Addresses

Add Address

Address Type*
Permanent

Mailing Address*
7401 register drive

Apt/Ste/Other

Care Of/POA

Zip* City* County
50321-2954 DES MOINES POLK

State Country*
IOWA US

Cancel Previous Next

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

Verify Address Information

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

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

Use Selected Address Skip Cancel

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

New Hire ×

Identification Verification Addresses **Contacts** Enrollment Confirmation

Edit Contact Info

Contact Preference

Cancel Previous Next

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

New Hire ✕

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

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 6

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* 50321-2954 City* DES MOINES County POLK _____

State IOWA Country* 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 US Home Phone _____ Ext _____

Country US Work Phone _____ Ext _____

Country _____ Cell Phone _____ Ext _____

Cancel Previous **Next**

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

New Hire ×

Identification Verification Addresses 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

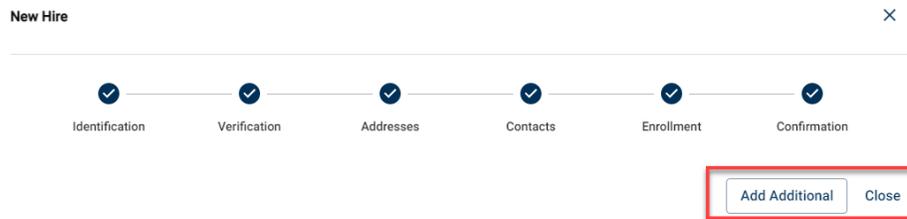
Occupation Code
01-Regular

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.



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 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

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 [X] 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

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

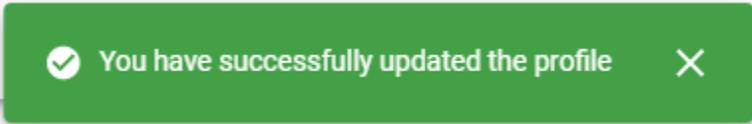
In this example, the employee’s date of birth will be corrected. Select **Edit** in the Personal Details section. Edit Member Info, click into the box you want to change, update the information and select **Save**

Edit Member Info ✕

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

Cancel Save

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



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

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

Update Member Employment Records

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

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

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	

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

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

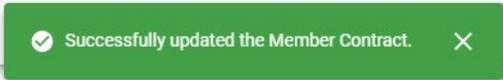
1st Date of Employment
04/30/2022

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**.

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

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

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

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

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

New Hire ×

1 ————— 2
Enrollment ————— 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 ×

✓ ————— 2
Enrollment ————— Confirmation

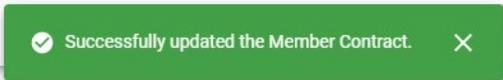
Agreement
MONTHLY Cities

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.



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			
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**.

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

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.

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

Work History **Edit** Filters

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

10 ▾ 1 - 10 of 12 |< < Page 1 of 2 > >|

Your roster will be displayed. Enter the **Period Wages** for each employee who earned wages during this wage report's period. Select **Save**. Proceed to **bottom of page 24 for releasing the report**.

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**

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 X

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	<input checked="" type="radio"/> Shine, Steve	01-Regular	04/01/2022	04/30/2022	Active	\$0.00	10/01/1998		
<input type="checkbox"/>	XXX-XX-8672	<input checked="" type="radio"/> 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.

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

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

Select **View Summary Report**.

Account / Wage Report Details Comments

Transaction Details

Wage Report Summary

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

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.

The screenshot shows a web application interface for generating a Wage & Contribution Report. On the left, a sidebar contains three numbered steps: 1. Report Selection, 2. Report Preview, and 3. Report Generation. The main area displays the report for Employer Name: 00423 City of Sunshine. It includes a 'Wage History Summary' table and a 'Cash Summary' table. The report also features a top navigation bar with a download icon and a print icon, both highlighted with red boxes. The report content is repeated on two pages, with the second page showing the bottom portion of the tables.

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

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

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 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

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	

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 [Close]

1 Import Selection 2 Confirmation

Import Definition* [Dropdown]

Choose file for upload * [Browse]

Description* [Text Field]

Cancel [Next]

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

Upload a File ✕

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

PreviousConfirm

Pop-up confirms import file has been submitted.

Your 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 [Redacted]
Process Flag Ready	Updated By [Redacted]	Updated Date 06/01/2022

File Name
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 6	Rows FULFILLED 0	Rows IN ERROR 0
Rows in Exception 0	Rows Successfully Processed 0	Rows Not Processed 2

Import Details Edit ⌵ Filters

Actions	Errors/Warnings	Sequence Number	Detail Status	Resubmit	Record Type	Employer ID	Agency Code	Occupation Code	SSN	Last Name
		1	Not Processed	Yes	1	13310	20220	40	000097500	0
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 >](#)

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

REQUEST DOCUMENT ✕

1
Enter Details

Please enter the following details for this request

Import Header ID
275689

Import Name
Employer Wage Reporting

Detail Record Status
Validated With Errors ▼

Datastring View
Detail ▼

Sort By
Record Seq No ▼

Cancel

Done

Download or print the report.

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↓ 🖨

1

Standard Import Details Report
For 275689 Employer Wage Reporting

Date Range: All Dates: 04/01/2023 - 04/30/2023
Created On: 01/22/2024 11:58 AM
Page 1 of 1

Import Record Seq No	Import Header ID	Import Name	Detail Record Status	Error Message
1	275689	EMPLOYER WAGE REPORTING	Validated	Detail New Member Created For SDR 04022023
2	275689	EMPLOYER WAGE REPORTING	Exception	Detail New Member Created For SDR 04022023
3	275689	EMPLOYER WAGE REPORTING	Exception	Detail New Member Created For SDR 04022023
4	275689	EMPLOYER WAGE REPORTING	Exception	Detail New Member Created For SDR 04022023

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

Select **Validate**, to re-validate your file. When all errors are fixed the **Import Detail Status** 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	0	Rows in Error	0
Rows in Exception	0	Rows Successfully Processed	0
		Rows Not Processed	2

Import Details Edit ⌵ Filters

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

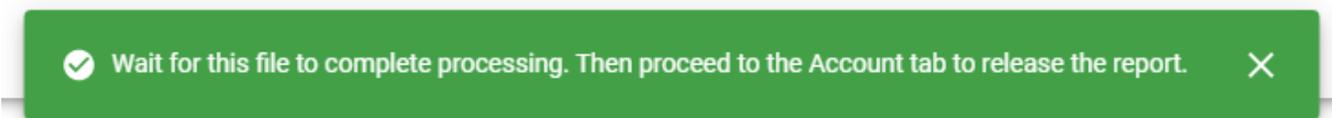
Once the imported file is **Validated with Exceptions** or **Validated Successful**, select **Process**.

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

File Details Standard Import Report

Import Summary

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



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

Import Details ⌵ Filters

Select **Trans #** for the report.

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

Work History Edit Filters

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

Select **Confirm**.

Submit Work Report ✕

Are you sure you want to submit this report?

Cancel **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	Financial Summary			
Date Received 06/02/2022	Processed By EXEBATCH	Allow \$0 Report Release	Due Date 05/16/2022			Fund	Due Calculated	Amount Paid	Amount Owed
Date Released	User Released	Billing Type Contribution	Report Source ESS - import			ERC	\$23.60	\$0.00	\$23.60
						MBRC	\$15.73	\$0.00	\$15.73

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

Transactions Make a Payment 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	Financial Summary			
Date Received 06/01/2022	Processed By EXEBATCH	Allow \$0 Report Release	Due Date 05/16/2022		Fund	Due Calculated	Amount Paid	Amount Owed
Date Released 06/01/2022	User Released TBENNET	Billing Type Contribution	Report Source ESS - manual		ERC	\$47.20	\$0.00	\$47.20
					MBRC	\$31.45	\$0.00	\$31.45

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

Wage & Contribution Report

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

Employer Name: **00423 City of Sunshine**

Wage History Summary

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

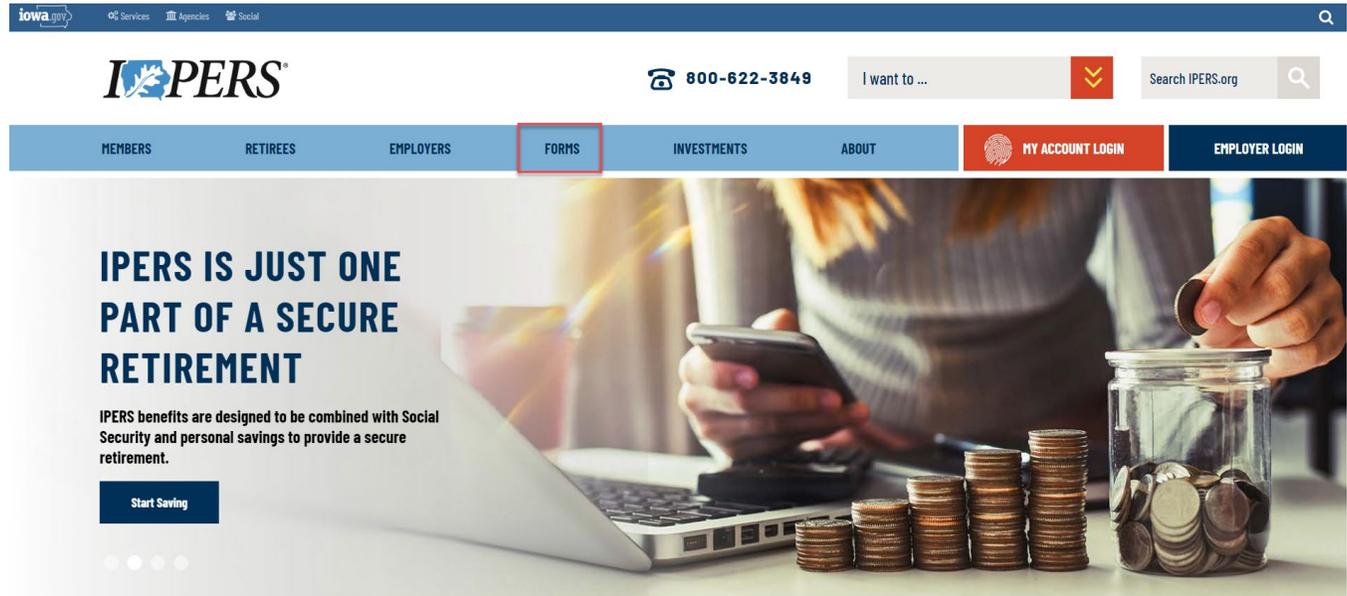
Effective Date: 04/01/2022
 Generated On: 06/01/2022 10:40:02
 Due Date: 2022-05-16
 WAGE REPORT APRIL 2022
 Report Status: Released
 Trans#: 120982934
 Date Released: 06/01/2022
 Member Count: 13
 Report Source: ESS - manual
 Page 2 of 3

Employer Name: **00423 City of Sunshine**

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

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

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

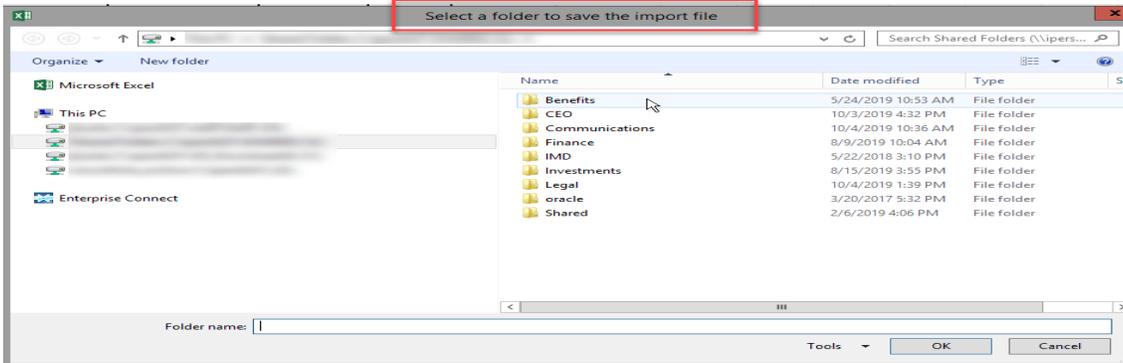
A		B	
Instructions for completing Wage Adjustment Import File			
3	Employer ID	Five-digit employer ID assigned to the employer account.	
5	SSN	Nine-digit social security number for member whose wages you are adjusting. Enter numbers only; do not include hyphens.	
7	Occupation Code	Occupation code assigned to employment type. See Section 5 of IPERS' Employer Handbook or IPERS' Web site for a complete list of occupation codes.	
9	From Date	The first date of the reporting period of the adjustment in the format MMDDYYYY. This will be the first date of the quarter if the adjustment is for a reporting period before July 1, 2008, or the first date of the month for a reporting period after July 1, 2008. Do not include hyphens or slashes.	
11	To Date	The last date of the reporting period of the adjustment in the format MMDDYYYY. This will be the last date of the quarter if the adjustment is for a reporting period before July 1, 2008, or the last date of the month for a reporting period after July 1, 2008. Do not include hyphens or slashes.	
13	Wage Adjustment Amount	The dollar amount that you are increasing or decreasing the originally reported wages by. Include a negative sign in front of the dollar amount when decreasing wages.	
15	Final Wages	The sum of the originally reported wages and the wage adjustment amount in the previous two columns. Must be at least \$0.00.	
17	Adjustment Reason Code	The reason code number for the wage adjustment from the list below.	
19	Corrected SSN	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.		The Wage Adjustment Report will now be available to process using the import feature of I-Que.

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

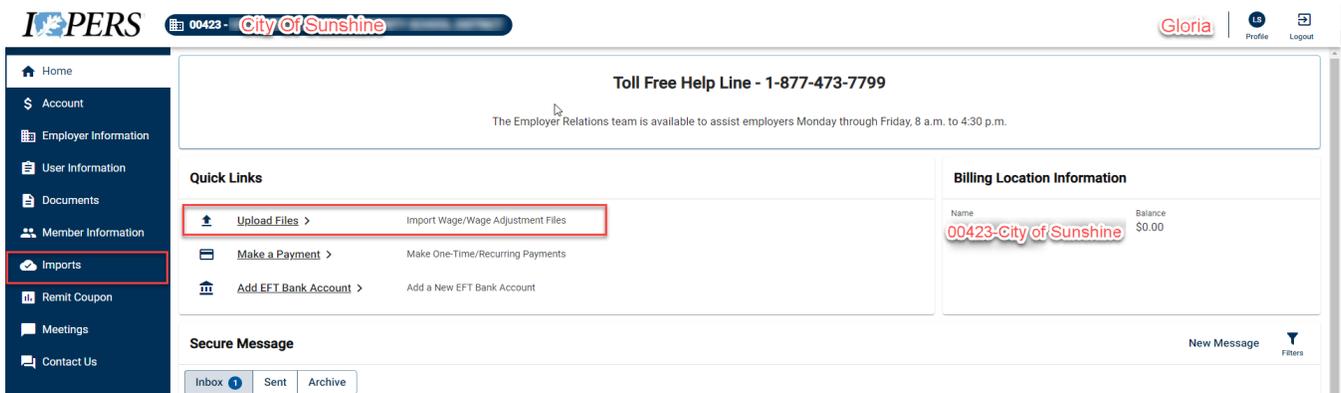
Employer ID	SSN	Occupation Code	From Date (MMDDYYYY)	To Date (MMDDYYYY)	Wage Adjustment Amount	Final Wages	Adjustment Reason Code	Corrected SSN
425	654654666	01	06012018	06302018	\$1,000.00	\$3,356.56	03	

Create Import File

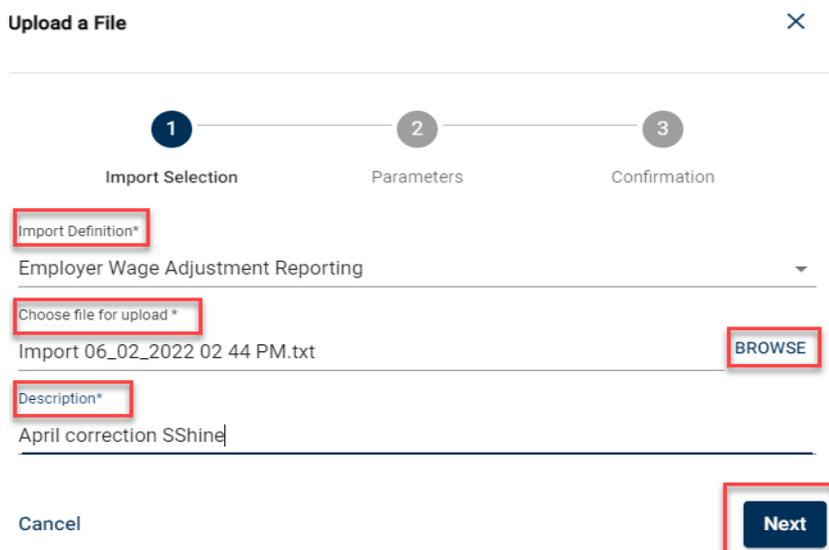
Choose where you wish to save this file on your computer and then Select **OK** and close the Wage Adjustment Import Spreadsheet.



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**.



Confirm the information. Select **Confirm**.

Upload a File ✕

Import Definition
Employer Wage Adjustment Reporting

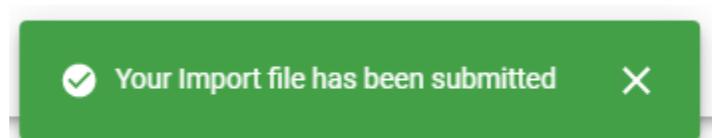
file name
Import 06_02_2022 02 44 PM.txt

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**.

The screenshot shows the I-PERS web portal interface. At the top, there is a header with the I-PERS logo, a user ID '00423 - City Of Sunshine', and a user name 'Gloria'. Below the header is a 'Toll Free Help Line - 1-877-473-7799' banner. The main content area is divided into several sections: 'Quick Links' with options like 'Upload Files', 'Make a Payment', and 'Add EFT Bank Account'; 'Billing Location Information' showing '00423-City of Sunshine' with a balance of '\$0.00'; and a 'Secure Message' section with 'Inbox 1', 'Sent', and 'Archive' buttons. On the left side, there is a dark blue sidebar menu with various navigation options, and the 'Imports' option is highlighted with a red box.

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

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

File details open, select **Validate**.

Imports / File Details Validate Void 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 Not Processed	ID 275704	Inserted By GMORNIN
Process Flag Ready	Updated By GMORNIN	Updated Date 06/02/2022

File Name
Import_06_02_2022_02_44_PM.txt

Rows Imported 3	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	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	Adjustm
		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	Transactions Make a Payment ⋮ More ⏴ Filters										
Account	Trans #	Create Date	Release Date	User Released	Type	Description	Status	Report Status	Original Balance	Remaining Balance	Release Queue Status
Employer Information	120986240 >	06/02/2022			Wage Adj.	Wage Adjustment	Open	Initial	\$78.65	\$78.65	
User Information											
Documents											

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

Account / Wage Report Details Release ⋮ More

Transaction Details

Wage Report Summary View Summary Report Edit

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

Financial Summary

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

Select **Confirm**.

Submit Work Report ✕

Are you sure you want to submit this report?

Cancel

Confirm

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

Submit Work Report



i Information

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

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.

The screenshot shows the I-PERS home page for City of Sunshine. The navigation menu on the left includes Home, Account, Employer Information, User Information, Documents, Member Information, Imports, Remit Coupon, Meetings, and Contact Us. The main content area features a Toll Free Help Line (1-877-473-7799), Quick Links (Upload Files, Make a Payment, Add EFT Bank Account), Billing Location Information (Name: 00423-City of Sunshine, Balance: \$0.00), and a Secure Message section with an Inbox (1), Sent, and Archive button.

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

The 'New Payment Account' form is displayed with a progress indicator showing three steps: 1. Payment Information, 2. EFT Agreement, and 3. Confirm Details. The first step is active. The form includes the following fields, all highlighted with red boxes: Routing Number*, Bank Name, Enter your Account Number*, Re-Enter your Account Number*, Select an Account Type* (with 'Checking' selected), and Description. At the bottom right, there is a 'Next' button highlighted with a red box and a 'Cancel' button.

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

New Payment Account ✕

✓ 2 3
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 Employer ID No:

Date Accepted*
 

Person Accepted*

Person Accepted is required

Person Accepted Title*

Person Accepted Title is required

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

New Payment Account ×

Please review and confirm your payment method details.

Routing Number 064000017	Bank Name 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.

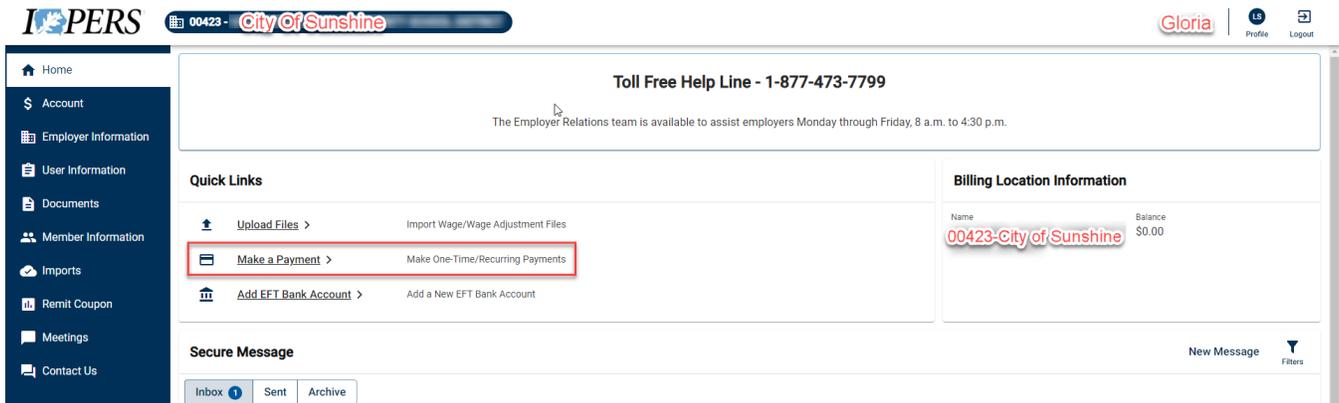
New Payment Account ×

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

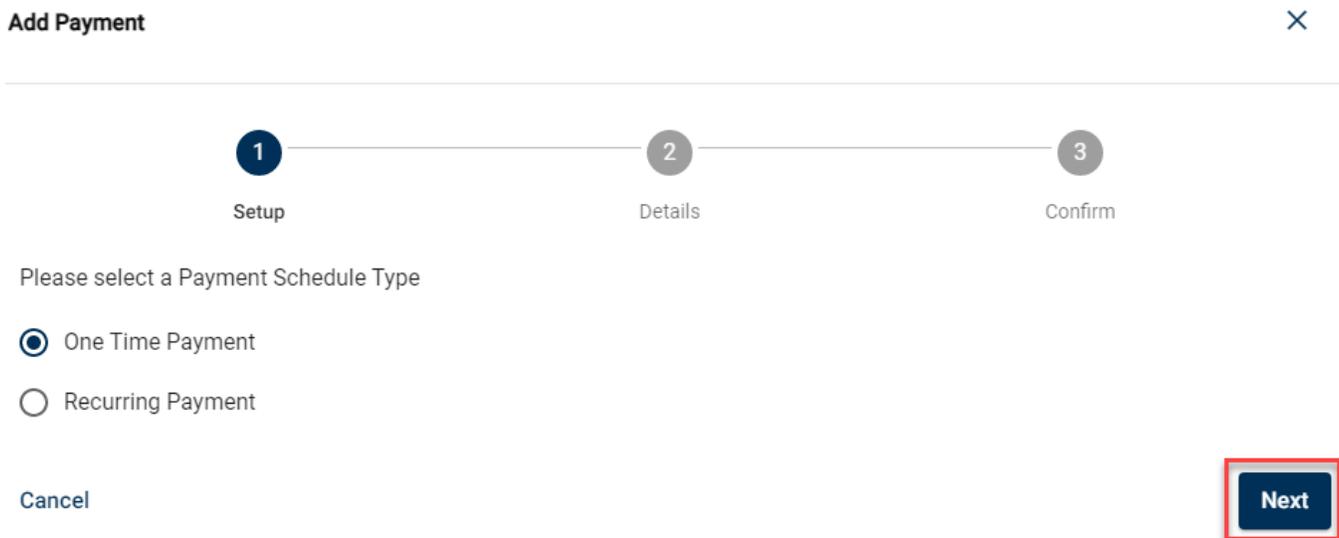
Close

Make an Online EFT Payment

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



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



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

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

Select **Next**.

Add Payment ×

Warnings

- The outstanding balance is: \$39.33.

✓ — 2 — 3
Setup — Details — Confirm

Enter Payment Details:

06/02/2022 



Verify information. Select **Confirm**.

Add Payment ×

Please review your payment details:

Payment Amount
\$40.00

Payment Date
06/02/2022

Description
April 2022

Payment Account
Regions Bank Checking Account

Cancel

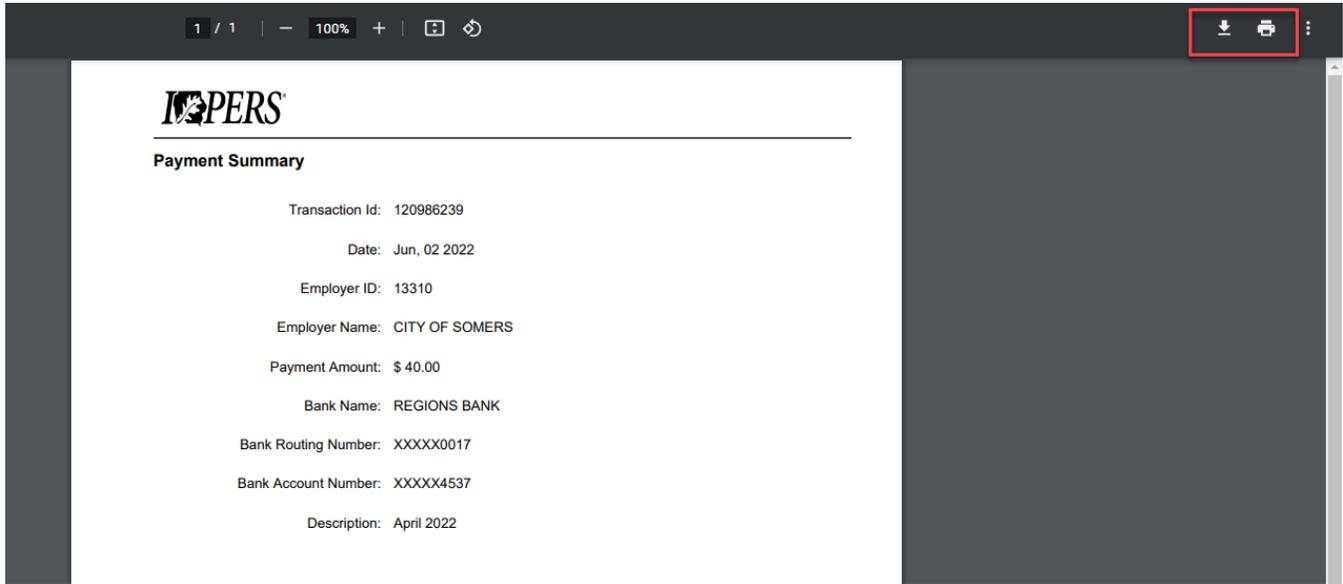
A confirmation message will display. Click link to view and print payment summary.

Add Payment ×

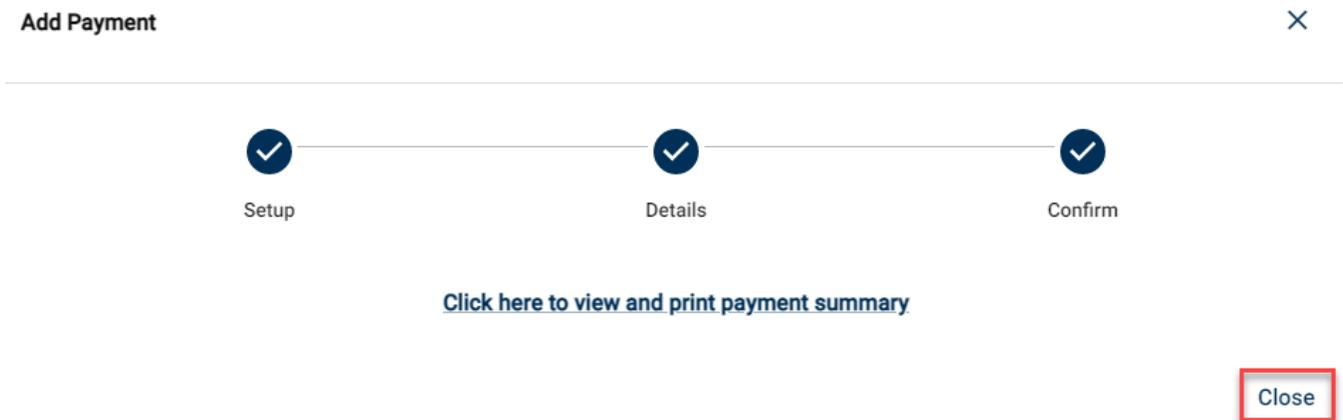
[Click here to view and print payment summary](#)

Close

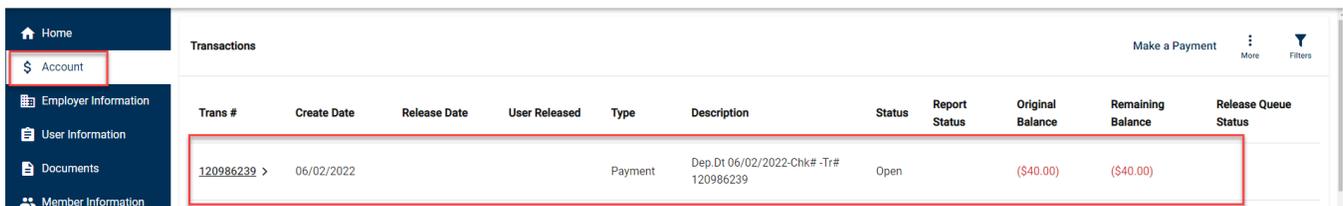
The **Payment Summary** will display. Select **Download Arrow** or **Print**. Click on “x” to close out of the Payment Summary in the upper right corner of the window. If this print does not work, click Ctrl-P for a print screen.



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												
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

Inbox **1** | Sent | Archive

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

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	Centralized Payroll?	Delivery Preference		
City	No	Email		

Employer Address [Edit](#)

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

Employer Contact Info [Edit](#)

Work Phone
(888) 888-8888

Fax
(888) 888-8888

Contacts [Add Contact](#)

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 Enter Details 2 Confirm

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

Address Type*
Permanent

Mailing Address*
PO BOX 100

Apt/Ste/Other
105 2ND ST S

Care Of/POA

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

Cancel Next

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

Verify Address Information

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

Address (Permanent)

105 2ND ST SE
ALTOONA, IA 50009-1809

Use Selected Address Skip Cancel

Select **Next**.

Modifying An Existing Address ×

1 ————— 2
Enter Details ————— Confirm

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

Address Type*
Permanent

Mailing Address*
105 2ND ST SE

Apt/Ste/Other

Care Of/POA

Zip* City* County
50009-1809 ALTOONA POLK

Cancel Next

Select **Confirm**.

Modifying An Existing Address ×

✓ ————— 2
Enter Details ————— Confirm

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

Cancel Previous Confirm

Pop-up confirmation

✓ Your address has been updated successfully ×

Message Center

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

The screenshot shows the IPERS Message Center interface. At the top, there's a header with the IPERS logo and the user's name 'Gloria'. Below that, a 'Toll Free Help Line - 1-877-473-7799' banner is displayed. The main content area is divided into several sections: 'Quick Links' with options like 'Upload Files', 'Make a Payment', and 'Add EFT Bank Account'; 'Billing Location Information' showing '00423-City of Sunshine' with a balance of '\$0.00'; and a 'Secure Message' section. The 'Secure Message' section has tabs for 'Inbox', 'Sent', and 'Archive'. A message is listed with the subject 'Section 125 plan certification for 2024' and the date 'Jun 25'. A 'New Message' button is located in the top right corner of the message section.

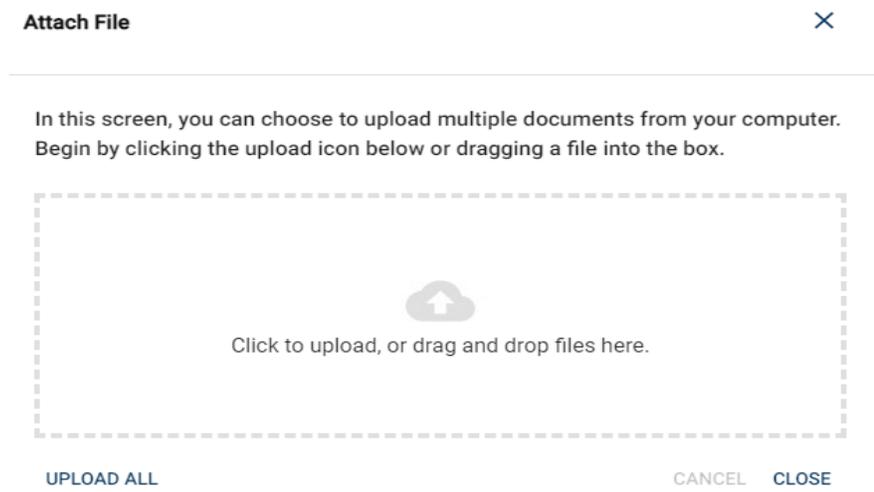
To send a new message, Select **New Message**.

This screenshot shows the 'Secure Message' section. The 'New Message' button is highlighted with a red box. Below it, there are tabs for 'Inbox', 'Sent', and 'Archive'. A table header is visible with columns for 'Unread Icon Indicator', 'Subject', 'Attachment Icon Indicator', 'Details', and 'Date'. The message list is currently empty, showing 'You have no messages to show'.

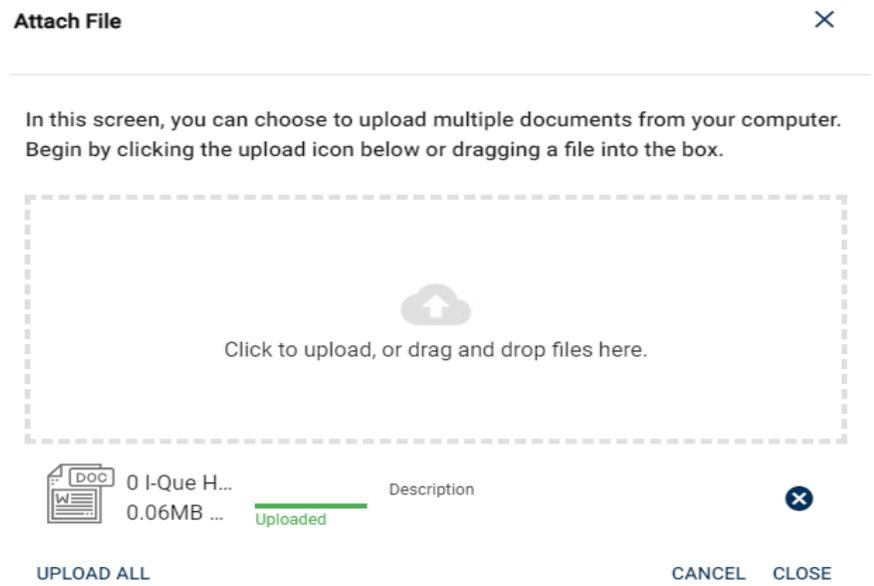
Complete the message wizard. If no attachment, Select **Send**. See additional instructions on adding an attachment.

This screenshot shows the 'New Message' wizard. At the top, there's an 'Attach File' button and a 'More' menu. Below that, there are input fields for 'Subject*', 'Topic*', and a text area for the message body. The 'Send' button is highlighted with a red box.

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



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



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

Secure Message New Message 

Inbox  **Sent**  Archive 

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

Training Registration

On the home page, under Meetings

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

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

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 < > 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

	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 ×

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 ×

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