



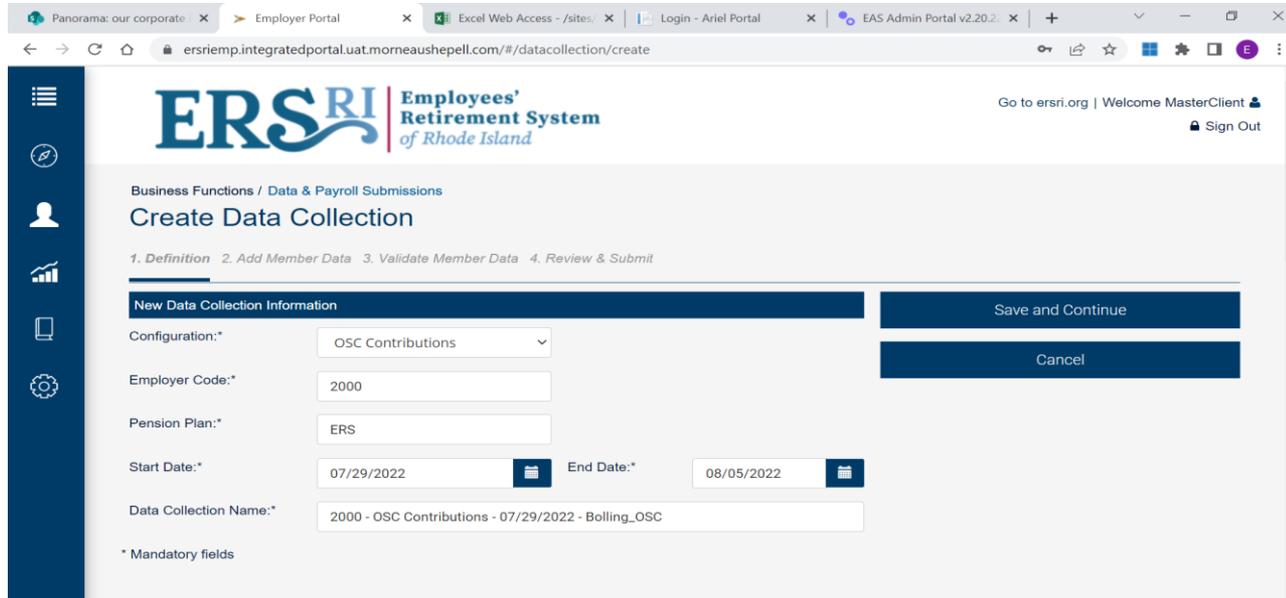
Employer Portal Optional Service Credit Manual

Optional Service Credit Data Collections

- The OSC Contributions Data Collection allows the employer to report any optional service payment amount deducted from a member's wages and remitted by the employer.
- These payments are withheld per pay period according to their purchase agreement. (A copy of the agreement should have been furnished to payroll upon the signing of the agreement.)
- When setting up the payroll deduction, please make note of the Agreement number, payment amount, and number of payments.
- These deductions need to be remitted per pay period and cannot be combined into one payment.

Create OSC Data Collection

- To create an OSC Data Collection, start by clicking on Menu Bar-> Business Functions -> Data and Payroll Submissions, and then “Create Data Collection”.
- Next, select the Configuration as OSC Contributions and fill in the required information- Employer Code, Pension Plan, Start Date, End Date.
- Click “Save and Continue”.



ERSRI Employees' Retirement System of Rhode Island

Business Functions / Data & Payroll Submissions

Create Data Collection

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

New Data Collection Information

Configuration:* OSC Contributions

Employer Code:* 2000

Pension Plan:* ERS

Start Date:* 07/29/2022 End Date:* 08/05/2022

Data Collection Name:* 2000 - OSC Contributions - 07/29/2022 - Bolling_OSC

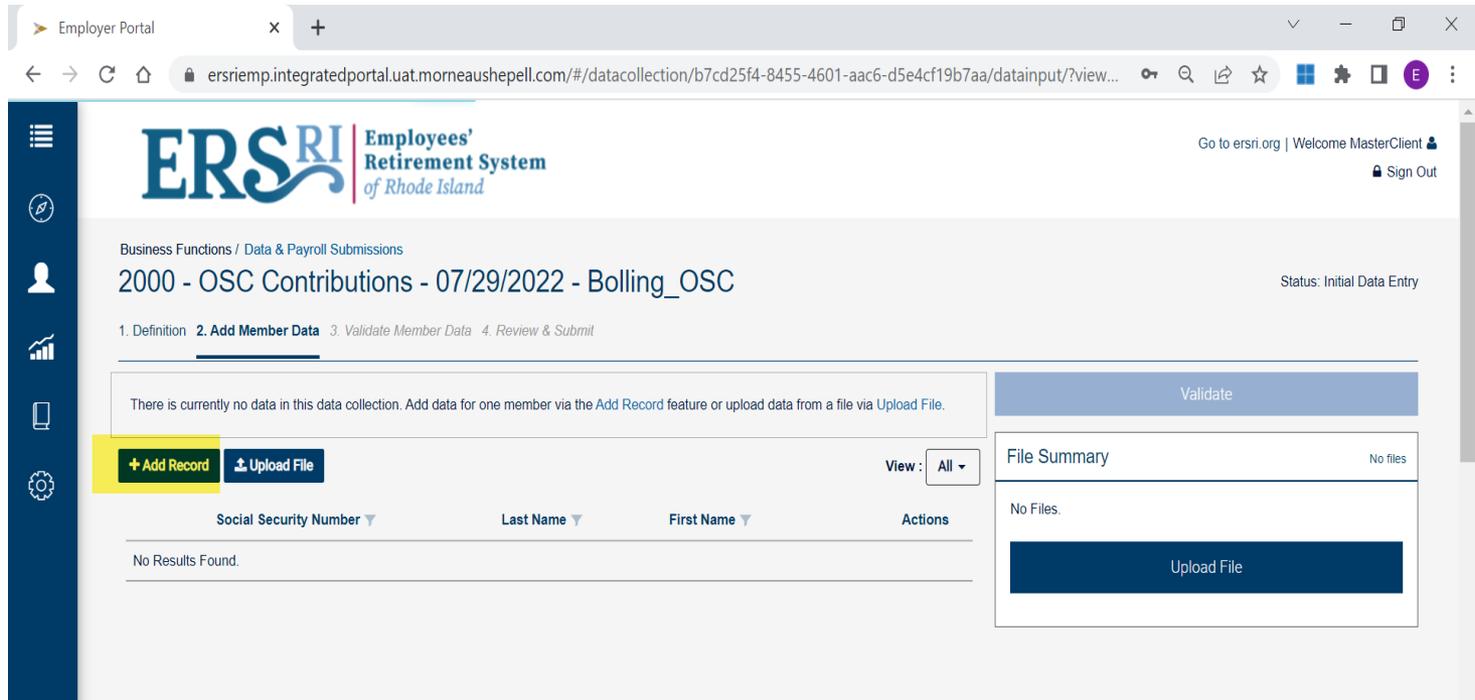
* Mandatory fields

Save and Continue

Cancel

Add Record

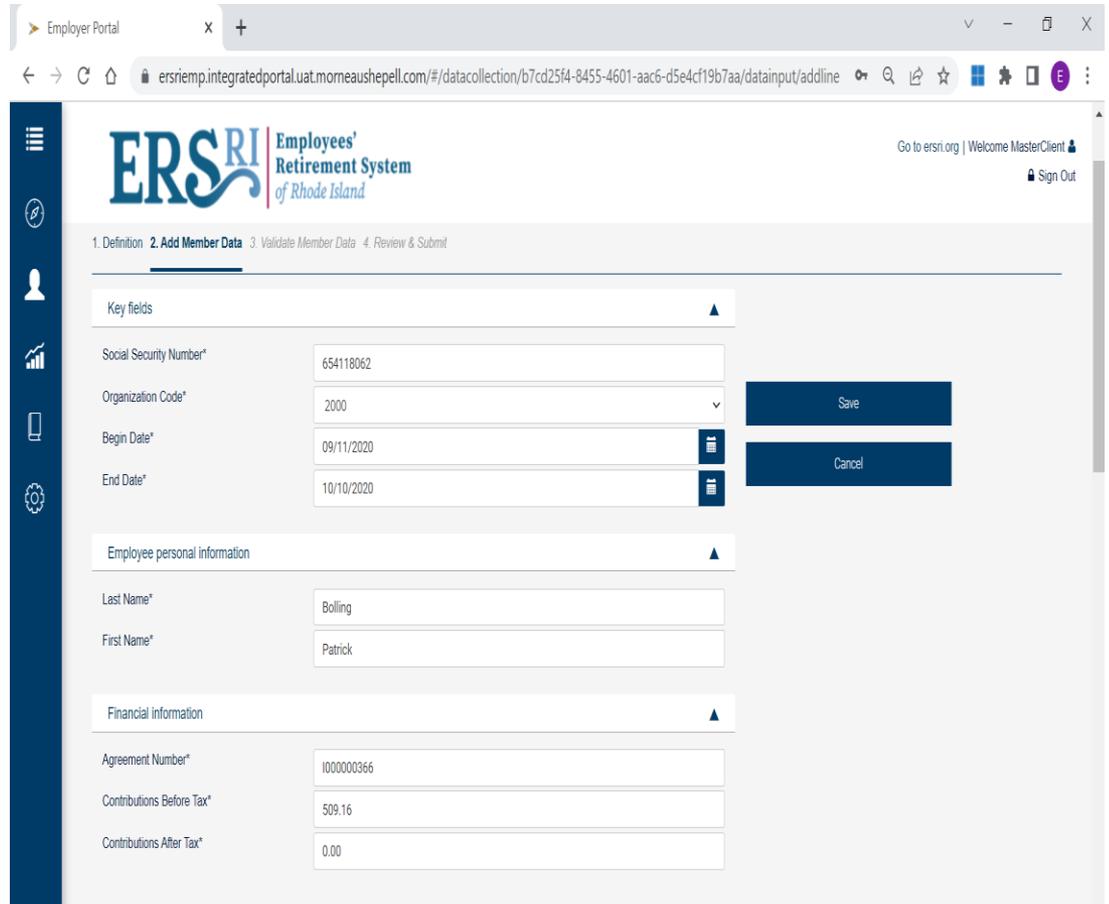
- Navigate to “Add Member Data” screen and click “Add Record” to enter data of the member manually.



The screenshot shows a web browser window with the URL `ersriemp.integratedportal.uat.morneaushepell.com/#/datacollection/b7cd25f4-8455-4601-aac6-d5e4cf19b7aa/datainput/?view...`. The page header includes the ERSRI logo and navigation links like "Go to ersri.org" and "Sign Out". The main content area is titled "2000 - OSC Contributions - 07/29/2022 - Bolling_OSC" with a status of "Initial Data Entry". A breadcrumb trail shows the current step is "2. Add Member Data". Below this, there is a message: "There is currently no data in this data collection. Add data for one member via the Add Record feature or upload data from a file via Upload File." Two buttons, "+ Add Record" and "Upload File", are visible. A table with columns for "Social Security Number", "Last Name", "First Name", and "Actions" is shown, but it contains "No Results Found." To the right, a "File Summary" box indicates "No files" and has an "Upload File" button. A "Validate" button is also present at the top right of the main content area.

Data Input Detail

- **Complete all fields:**
Enter the begin date and end date for the pay period you are reporting.
- **Financial Information:**
Enter Agreement Number and Contributions. Contributions should be entered in the “Contributions Before Tax Field”. You should enter “0” in the “After Tax” field.
- **When all of the fields are completed, click on “Save”.** You will navigate to “Add Member Data” main page.



The screenshot shows a web browser window displaying the ERSRI Data Input Detail form. The browser address bar shows the URL: ersriemp.integratedportal.uat.morneaushepell.com/#/datacollection/b7cd25f4-8455-4601-aac6-d5e4cf19b7aa/datainput/addline. The page header includes the ERSRI logo and the text "Employees' Retirement System of Rhode Island". The user is logged in as "MasterClient" and can click "Sign Out".

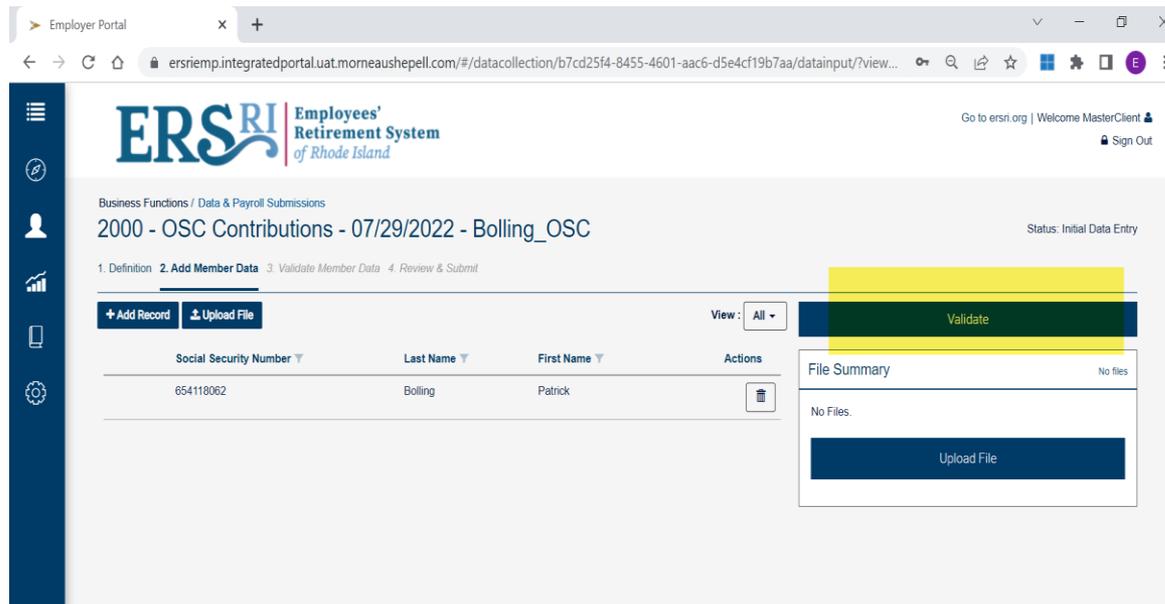
The form is divided into several sections:

- Key fields:**
 - Social Security Number*: 654118062
 - Organization Code*: 2000
 - Begin Date*: 09/11/2020
 - End Date*: 10/10/2020
- Employee personal information:**
 - Last Name*: Bolling
 - First Name*: Patrick
- Financial information:**
 - Agreement Number*: 1000000366
 - Contributions Before Tax*: 509.16
 - Contributions After Tax*: 0.00

Buttons for "Save" and "Cancel" are located on the right side of the form.

Validate

- When you have completed adding OSC payments, click “Validate”.



The screenshot shows the ERSRI Employer Portal interface. The page title is "2000 - OSC Contributions - 07/29/2022 - Bolling_OSC". The status is "Initial Data Entry". The navigation steps are: 1. Definition, 2. Add Member Data, 3. Validate Member Data, 4. Review & Submit. The "Validate" button is highlighted in a yellow box. Below the table, there is a "File Summary" section with "No Files" and an "Upload File" button.

Social Security Number	Last Name	First Name	Actions
654118062	Bolling	Patrick	

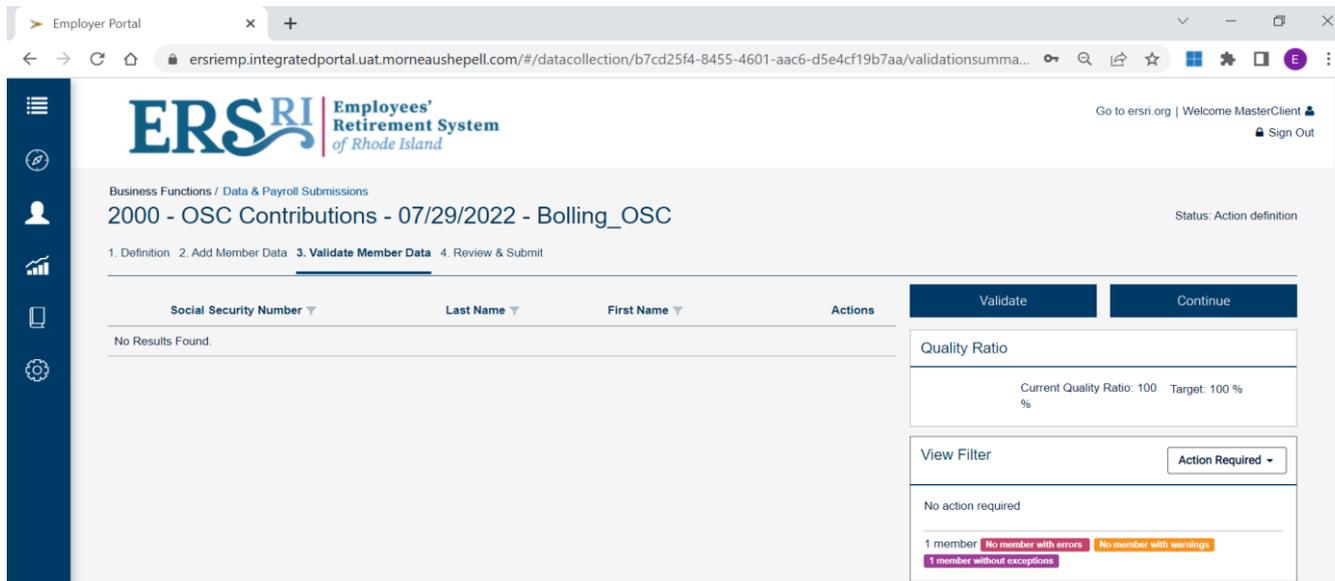
File Summary No files

No Files.

[Upload File](#)

Validate

- Navigate to “Validate Member Data” screen after successful validation.
- User will see “Members without exception”, “Member with Errors” and “member with Warning”.
- View Filter with “Action Required” to show members that have an error or warning after validation.
- User can change View Filter to “All” to see all members with a validation status.
- Click “Continue” to view reports, review & submit DC.



Employer Portal

ersriemp.integratedportal.uat.morneaushepell.com/#/datacollection/b7cd25f4-8455-4601-aac6-d5e4cf19b7aa/validationsumma...

ERSRI Employees' Retirement System of Rhode Island

Go to ersri.org | Welcome MasterClient | Sign Out

Business Functions / Data & Payroll Submissions

2000 - OSC Contributions - 07/29/2022 - Bolling_OSC

Status: Action definition

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Social Security Number	Last Name	First Name	Actions
No Results Found.			

Validate Continue

Quality Ratio

Current Quality Ratio: 100 % Target: 100 %

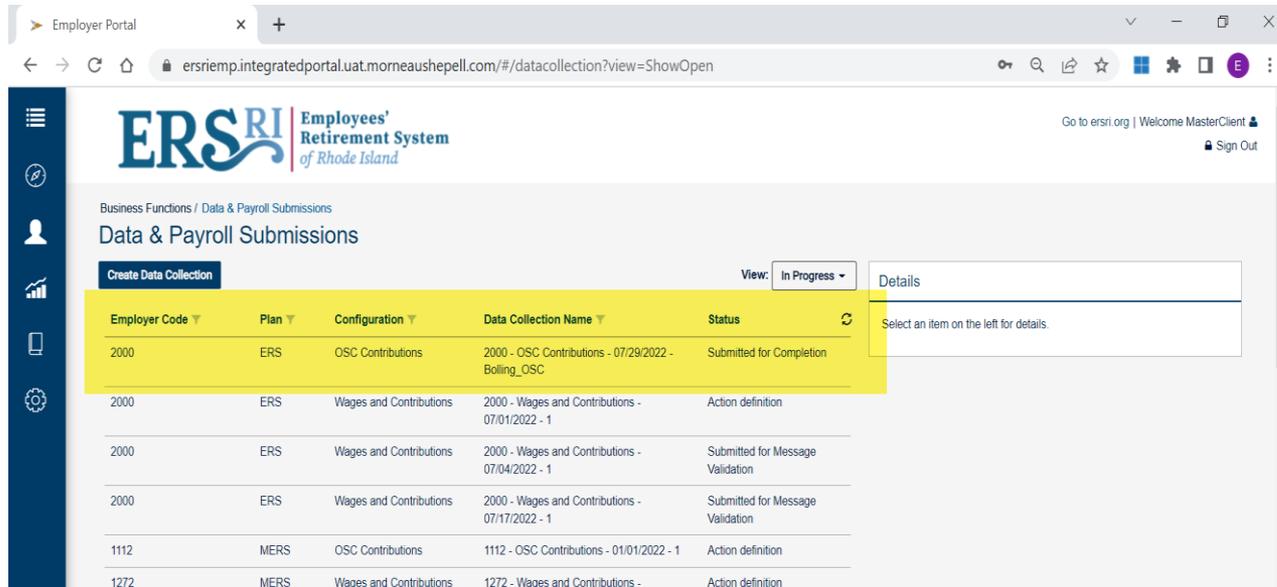
View Filter: Action Required

No action required

1 member **No member with errors** No member with warnings **1 member without exceptions**

Review & Submit Data Collection

- User can view all reports generated as part of validation at “Review & Submit” screen.
- User can review Data Entry Information at this screen.
- To submit the data collection, click “Submit”.
- User can navigate to the main page of Data Collection where you can see the data collection submitted by user with status “Submitted for Validation and Load”.
- Status will change to “Submitted for Completion” and then “Completed”.
- After completing the Data Collection, there are reports available for you to confirm the total contributions by org and member, identity members being processed, and confirm any change of information entered.



Employer Portal

ersriemp.integratedportal.uat.mormeaushepell.com/#/datacollection?view=ShowOpen

ERSRI | Employees' Retirement System of Rhode Island

Go to ersri.org | Welcome MasterClient | Sign Out

Business Functions / Data & Payroll Submissions

Data & Payroll Submissions

Create Data Collection

View: In Progress

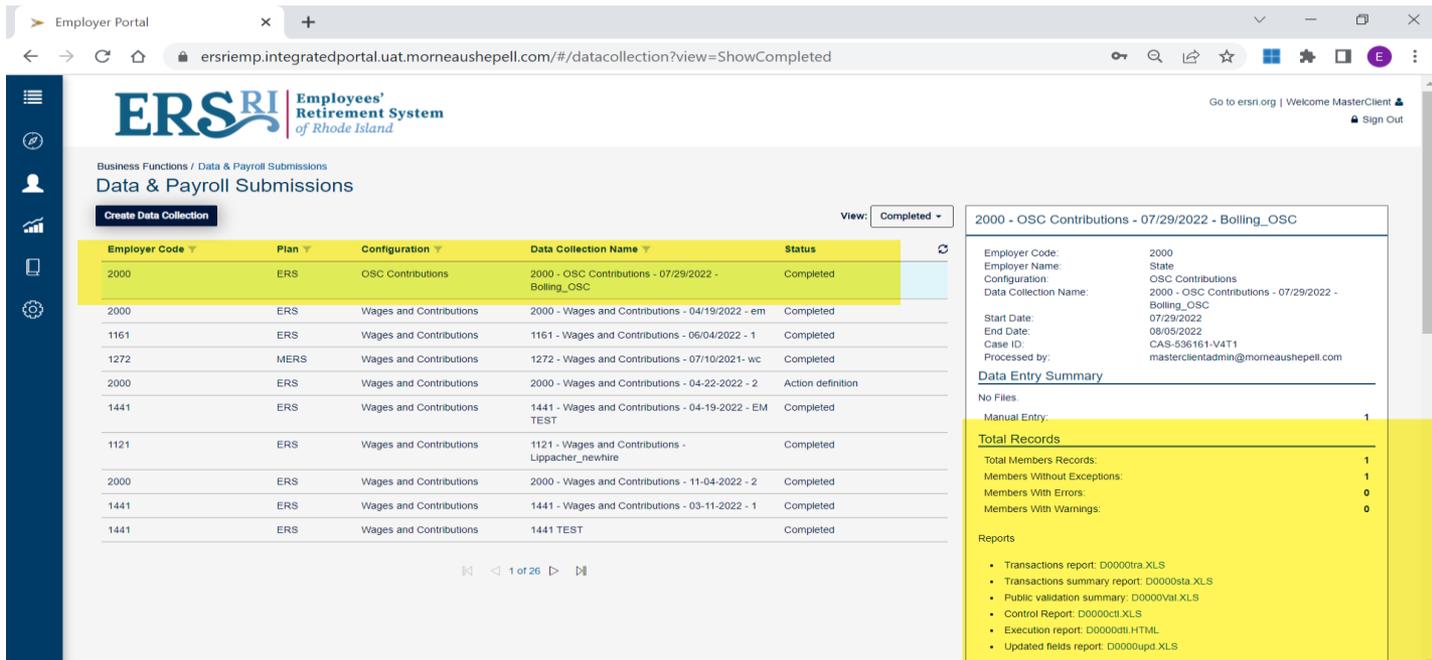
Employer Code	Plan	Configuration	Data Collection Name	Status
2000	ERS	OSC Contributions	2000 - OSC Contributions - 07/29/2022 - Bolling_OSC	Submitted for Completion
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/01/2022 - 1	Action definition
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/04/2022 - 1	Submitted for Message Validation
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 07/17/2022 - 1	Submitted for Message Validation
1112	MERS	OSC Contributions	1112 - OSC Contributions - 01/01/2022 - 1	Action definition
1272	MERS	Wages and Contributions	1272 - Wages and Contributions -	Action definition

Details

Select an item on the left for details.

View Reports from Data & Payroll Submissions Page

- Completed DCs are present under “View” filter as Completed.
- User selects the DC and views all the final reports on the summary page on the right-hand side.



The screenshot shows the Employer Portal interface. The main content area displays a table of Data Collections with columns for Employer Code, Plan, Configuration, Data Collection Name, and Status. A 'View' dropdown menu is set to 'Completed'. The table lists several entries, with the first one (Employer Code 2000, Plan ERS, Configuration OSC Contributions) highlighted in yellow. To the right of the table, a detailed report for the selected DC is displayed, including fields for Employer Code, Employer Name, Configuration, Data Collection Name, Start Date, End Date, Case ID, and Processed by. Below this, a 'Data Entry Summary' section shows 'Manual Entry' as 1. A 'Total Records' section lists 'Total Members Records' as 1, 'Members Without Exceptions' as 1, 'Members With Errors' as 0, and 'Members With Warnings' as 0. At the bottom, a 'Reports' section lists several report files such as 'Transactions report: D0000tra.XLS' and 'Updated fields report: D0000upd.XLS'.

Employer Code	Plan	Configuration	Data Collection Name	Status
2000	ERS	OSC Contributions	2000 - OSC Contributions - 07/29/2022 - Bolling_OSC	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 04/19/2022 - em	Completed
1161	ERS	Wages and Contributions	1161 - Wages and Contributions - 06/04/2022 - 1	Completed
1272	MERS	Wages and Contributions	1272 - Wages and Contributions - 07/10/2021- wc	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 04-22-2022 - 2	Action definition
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 04-19-2022 - EM TEST	Completed
1121	ERS	Wages and Contributions	1121 - Wages and Contributions - Lippacher_newhire	Completed
2000	ERS	Wages and Contributions	2000 - Wages and Contributions - 11-04-2022 - 2	Completed
1441	ERS	Wages and Contributions	1441 - Wages and Contributions - 03-11-2022 - 1	Completed
1441	ERS	Wages and Contributions	1441 TEST	Completed

2000 - OSC Contributions - 07/29/2022 - Bolling_OSC

Employer Code: 2000
 Employer Name: State
 Configuration: OSC Contributions
 Data Collection Name: 2000 - OSC Contributions - 07/29/2022 - Bolling_OSC
 Start Date: 07/29/2022
 End Date: 08/05/2022
 Case ID: CAS-536161-V4T1
 Processed by: masterclientadmin@morneaushepell.com

Data Entry Summary

No Files

Manual Entry: 1

Total Records

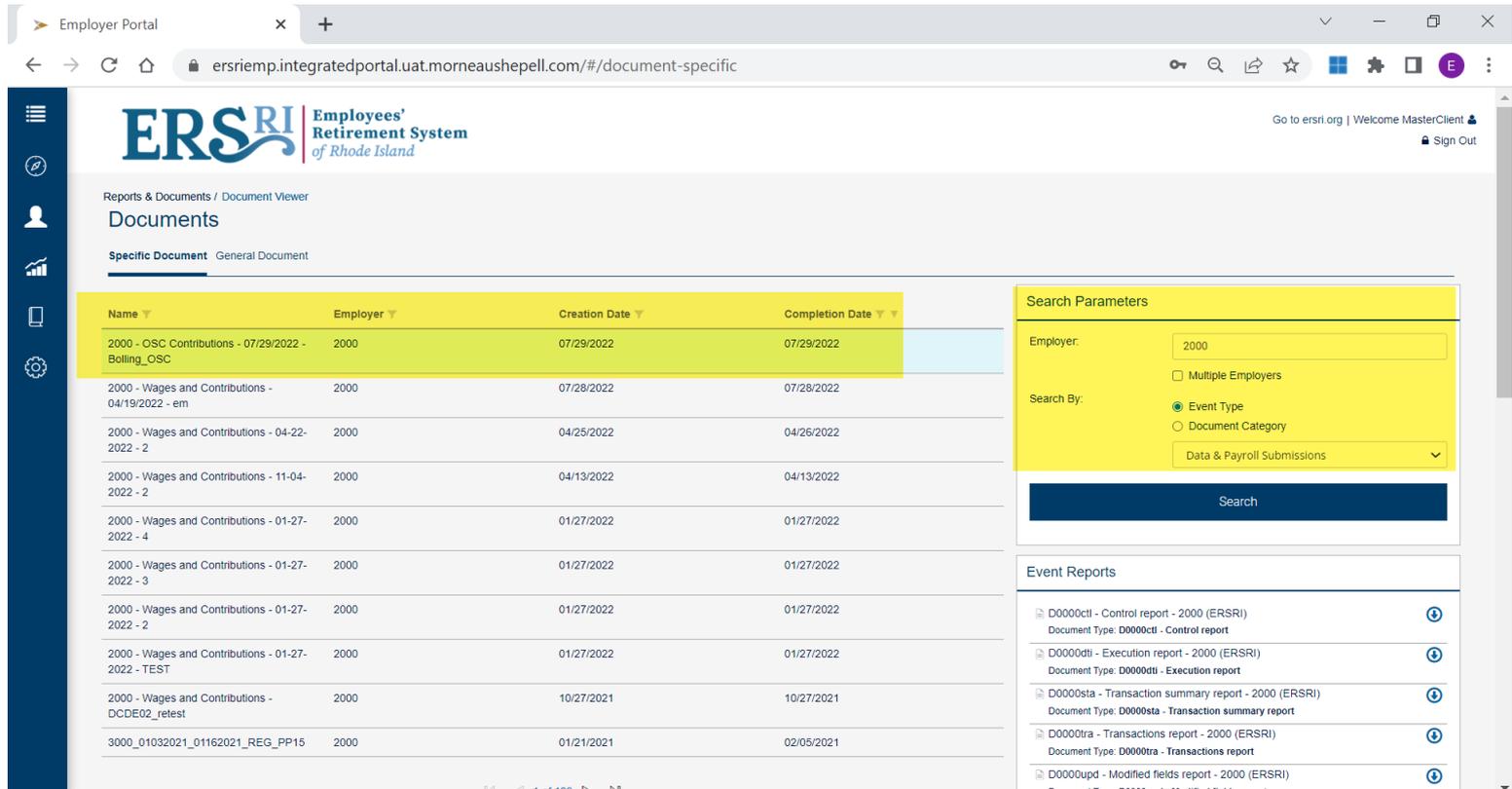
Total Members Records: 1
 Members Without Exceptions: 1
 Members With Errors: 0
 Members With Warnings: 0

Reports

- Transactions report: D0000tra.XLS
- Transactions summary report: D0000sta.XLS
- Public validation summary: D0000val.XLS
- Control Report: D0000ctrl.XLS
- Execution report: D0000dll.HTML
- Updated fields report: D0000upd.XLS

View Reports from Document Viewer

- User can also view reports of completed DCs from “Document Viewer” screen. Click on the Main Menu bar -> Reports & Documents -> Document Viewer -> Provide Employer & Event Type -> Search.



The screenshot shows the ERSRI Document Viewer interface. The main content area displays a table of documents with the following data:

Name	Employer	Creation Date	Completion Date
2000 - OSC Contributions - 07/29/2022 - Bolling_OSC	2000	07/29/2022	07/29/2022
2000 - Wages and Contributions - 04/19/2022 - em	2000	07/28/2022	07/28/2022
2000 - Wages and Contributions - 04-22-2022 - 2	2000	04/25/2022	04/26/2022
2000 - Wages and Contributions - 11-04-2022 - 2	2000	04/13/2022	04/13/2022
2000 - Wages and Contributions - 01-27-2022 - 4	2000	01/27/2022	01/27/2022
2000 - Wages and Contributions - 01-27-2022 - 3	2000	01/27/2022	01/27/2022
2000 - Wages and Contributions - 01-27-2022 - 2	2000	01/27/2022	01/27/2022
2000 - Wages and Contributions - 01-27-2022 - TEST	2000	01/27/2022	01/27/2022
2000 - Wages and Contributions - DCDE02_retest	2000	10/27/2021	10/27/2021
3000_01032021_01162021_REG_PP15	2000	01/21/2021	02/05/2021

On the right side, the Search Parameters section is visible, showing:

- Employer: 2000
- Multiple Employers:
- Search By:
 - Event Type:
 - Document Category:
- Data & Payroll Submissions:
- Search button

Below the search parameters, the Event Reports section lists several reports with document types and download icons:

- D0000ctl - Control report - 2000 (ERSRI) - Document Type: D0000ctl - Control report
- D0000dti - Execution report - 2000 (ERSRI) - Document Type: D0000dti - Execution report
- D0000sta - Transaction summary report - 2000 (ERSRI) - Document Type: D0000sta - Transaction summary report
- D0000tra - Transactions report - 2000 (ERSRI) - Document Type: D0000tra - Transactions report
- D0000upd - Modified fields report - 2000 (ERSRI) - Document Type: D0000upd - Modified fields report

COMMON OSC DATA COLLECTION ERRORS

▼	Message	▼
	AgreementNo is not valid for this employee.	
	No buyback contract can be found in the database. Please validate and correct the information.	
	The provided contributions do not correspond to the periodic payment of the buyback contract.	
	The provided buyback contributions type do not corresponds to the buyback contribution type for this agreement number. Please validate and correct the informati...	

- **If you receive any of these errors, you should first confirm the information added with the “OSC Purchase Agreement”.**
- **Make any changes necessary to the Data Input Screen.**
- **If the information corresponds to the Agreement, contact Employer Portal Support and they will review the member information for accuracy and take the necessary action.**