



Getting Started with Monthly Reporting

Enrolling a New Employee

This section describes how to enter demographic and employment information for a new employee. You may enter enrollments as soon as the employee is hired.

1. Select Monthly Reporting
2. Select Enrollment
3. Enter SSN in Search Field
4. Click Search
5. Click New
6. Enter Employee Information
7. Click Save and Validate
8. Click Submit to LAGERS
9. Note the LAGERS employee Number
10. Download PDF for your Records
You will not need to send a copy to LAGERS.

View Free 6 Months Schedule

Once the enrollment is submitted the Free Six Month Schedule will tell you when the new employee is due on the Monthly Statement.

This section describes the steps for viewing the Free 6 Months Schedule.

1. Select Monthly Reporting
2. Select Free 6 Month Schedule
3. View Free 6 Month Schedule

Download Excel File

This section describes how to download the Excel file for entering your payroll information.

1. Select Monthly Reporting
2. Click Report Monthly Wages
3. Click Download Excel
4. Save file to your desktop
5. Navigate to the saved file
6. Enter payroll information
7. Enter the Member Status, Member Status Date, and / or Comments, if applicable
8. Save the file

Upload Excel/Text File

This section describes how to upload your payroll file into the system for processing. The steps are the same for both Excel and text files.

1. Select Monthly Reporting
2. Select File Upload
3. Click Browse
4. Locate File to Upload
5. Select File
6. Click Open
7. Click Upload File
8. Check file status to ensure upload was successful

Check File Status

This topic describes how to check the status of a file previously uploaded to understand when additional action by you is required to complete processing.

1. Select Monthly Reporting
2. Select File Status
3. Click Search
4. View Status Information

File Status

This section defines the file statuses you may see after uploading the file.

- **Uploaded** – Your file has been successfully uploaded and edits are being performed by the System
- **Processed with Warnings** – In this instance you will need to click on the hyperlink in the name field. The system will then display the number of records that are in Review Status. Click on the Review Link and Open the records. Resolve the error and re-upload the file. If the upload continues to fail, contact LAGERS
- **Processed** – Edits are complete and the file is ready for processing

Monthly Reporting Status

This section defines the statuses of the Monthly Report .

- **Review** – Edits have been performed on the Excel or text file you have uploaded and there are payroll detail records in review that require your attention
- **Valid** – Edits have been performed on the Excel or text file you have uploaded. All payroll detail records are valid and ready to submit to LAGERS
- **Upload Failed** – Your file upload has failed. In this instance you will need to look at the File Status of the file you attempted to upload to ensure that you uploaded the correctly formatted Excel or text file. Make the corrections and re-upload the file. If the upload continues to fail, contact LAGERS.

Enter Wage Detail Manually

You may elect to manually enter payroll information into the system without uploading a file.

1. Select Monthly Reporting
2. Select Report Monthly Wages
3. Select the Reporting Month-Year link for the Un Submitted Statement
4. Select the Department
5. Enter the Reported Wage for each Employee
6. Enter the Member Status, Member Status Date, and / or Comments, if applicable
7. Click Save and Validate
8. Review errors, if any, and correct
9. Click Submit to LAGERS

Enter, Start or End Leave Status

Text File Member Status Changes

When you report via a text file you will not be able to indicate that a member's employment status has changed on the text file. Refer to the section below for instructions on how to enter these changes on the Employer Web Portal once you have uploaded your text file.

Enter Termination

This section describes the steps for terminating an employee.

1. Navigate to the Payroll Detail or Header record for the terminated employee
2. In the Member Status, select Terminated
3. In the Member Status Date, enter the Termination Date
4. Click Save

Start Leave of Absence, Military Leave, Educational Leave, or Worker's Compensation.

1. Navigate to the Payroll Detail or Header record of the employee
2. In the Member Status, select Leave of Absence, Military Leave, Educational Leave, or Worker's Compensation
3. In the Member Status Date, enter the Leave Date / Last Day on Payroll
4. Click Save

End Leave of Absence, Military Leave, Educational Leave, or Worker's Compensation.

1. Navigate to the Payroll Detail record for the employee on, *Leave of Absence, Military Leave, Educational Leave, or Worker's Compensation*
2. In the Member Status, select Return to Work
3. In the Member Status Date, enter the Return to Work Date
4. Click Save

Statement of Account & Payments

This section describes the process for allocating Payment amounts.

Statement of Account

1. Select Monthly Reporting
2. Select Statement of Account
3. Select Current Statement Reporting Month-Year Link
4. Review Information
5. Enter Payment Amount
6. Click Submit to LAGERS

Make a Payment

1. Select Monthly Reporting
2. Select Employer Payment
3. Select Bank Account
4. Enter Payment Date
5. Check Payment Authorization
6. Select Payment Option
7. Click Save
8. Click Authorize Payment

Contact LAGERS

p. 1.800.447.4334

f. 573.636.9671

www.molagers.org

Additional Common Practices

This section describes other Employer Web Portal processes not directly related to monthly reporting.

Update Contact Information

This section describes how to update existing information for a contact, such as name or address.

1. Select Agency Details
2. Select Profile
3. Click Contact tab
4. Click Contact Name Link
5. Enter updated Information
6. Click Save

View Certification Requests Pending

1. Select Certification
2. Select Pending Requests
3. View Pending Requests

View Previous Certifications Completed

1. Select Certification
2. Select History
3. Enter One or More Search Criteria
4. Click Search
5. Click LAGERS ID Link
6. View Previous Certification Information

