CERF

COUNTY EMPLOYEES' RETIREMENT FUND

Your Guide to the CARS System

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Logging into CARS

CERF must grant access to you the first time you log into CARS. You will receive an e-mail from CERF with instructions for logging into the system. The e-mail will contain a log-in name (which is your e-mail address), a system-generated password, and a link to access CARS. When you click on the link, you will be directed to the registration page. On the registration page, you will change your password. You should follow the criteria displayed for creating a password. You will be asked to select a picture and four questions to answer. Once these steps are completed, you will be registered with Entrust. After the initial log-in, you can access CARS from www.mocerf.org.

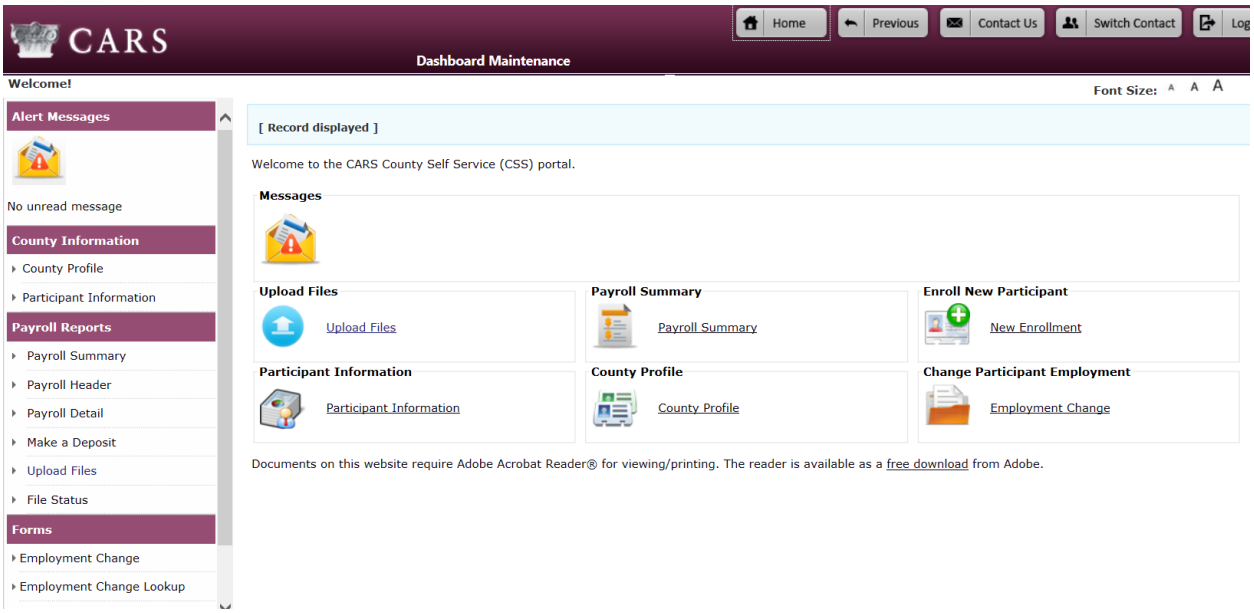
You will get an additional screen asking if you want to register the computer. If this is your computer at work, or your computer at home, you can answer yes. We recommend that you answer no if this is a public computer.

The CARS system does not restrict multiple users on the same computer, but each user will be required to have a separate user name and password.

If you forget your password, click "Forgot Password" on the log-in screen. You will be required to answer two challenge questions. The challenge questions are ones that you chose to answer when you logged in for the first time. You will then receive an e-mail from CERF with your system-generated password.

If your account gets locked, you will need to call CERF to unlock the account. You will receive an e-mail from CERF with your user name, system-generated password, and a link to access CARS. You will only be required to change your password and answer one question.

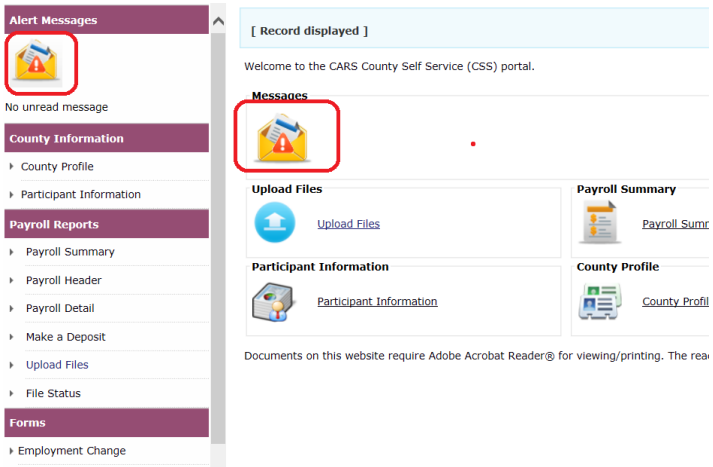
After logging in, the Dashboard Maintenance screen will appear.



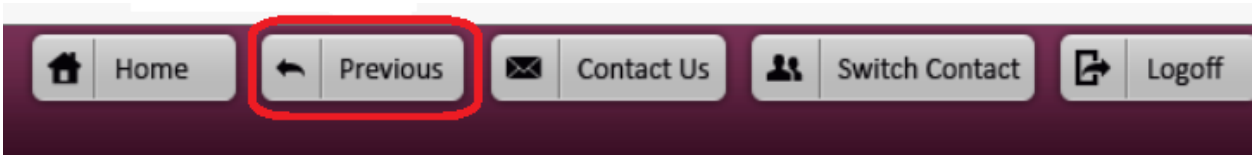
This is the Home screen. From here you will be able to input data to be sent to CERF. On the left side of the screen, you will see a list of actions. You can also perform these actions by clicking on the appropriate section in the center of the screen.

Alert Messages

CERF may occasionally send you a message. If there are no messages, you will see the statement "No unread message" under the icon. If you have a message, you will see a statement that reads "1 unread message" under the icon. Click on the icon to open the message.

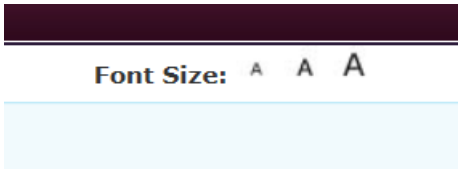


You can return to the previous screen by pressing the Previous button at the top of the screen.



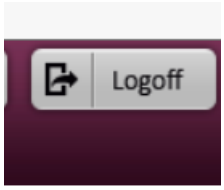
Reminder: **If you use the back arrow on your Internet browser, you will be routed back to the CARS log-in screen and any unsaved information will be lost.**

You can change the font size by selecting the small, medium or large A at the top right of the screen.



Note: If the system sits idle for 30 minutes, your session will time out. You will have to sign in again to get back into CARS.

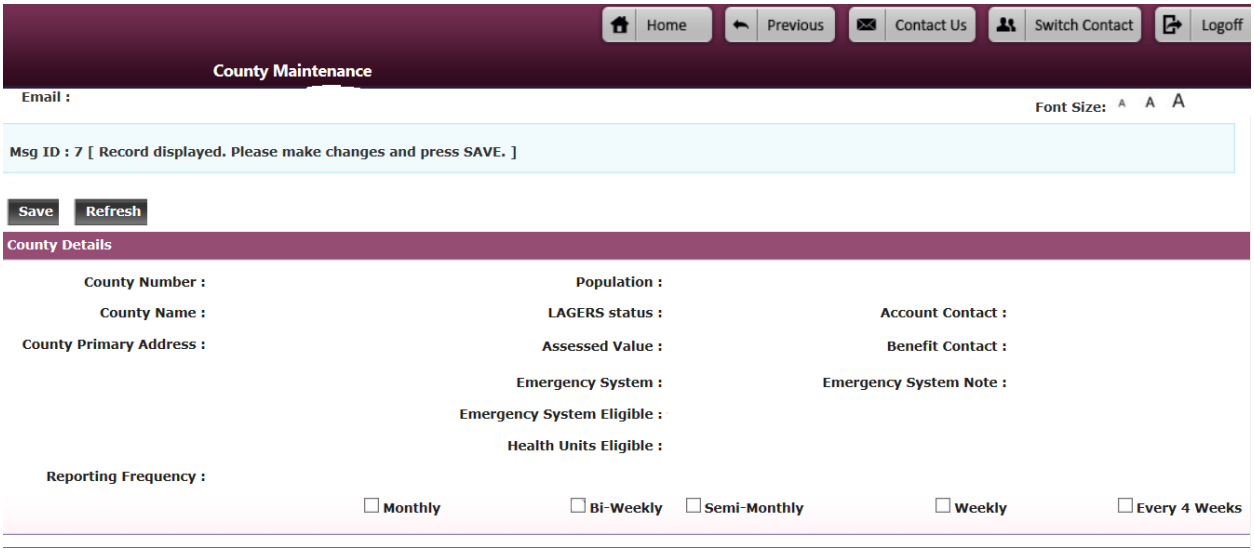
When you have finished submitting data to CERF, press the Logoff button at the top right of the screen to log out of the system.



County Information

County Profile

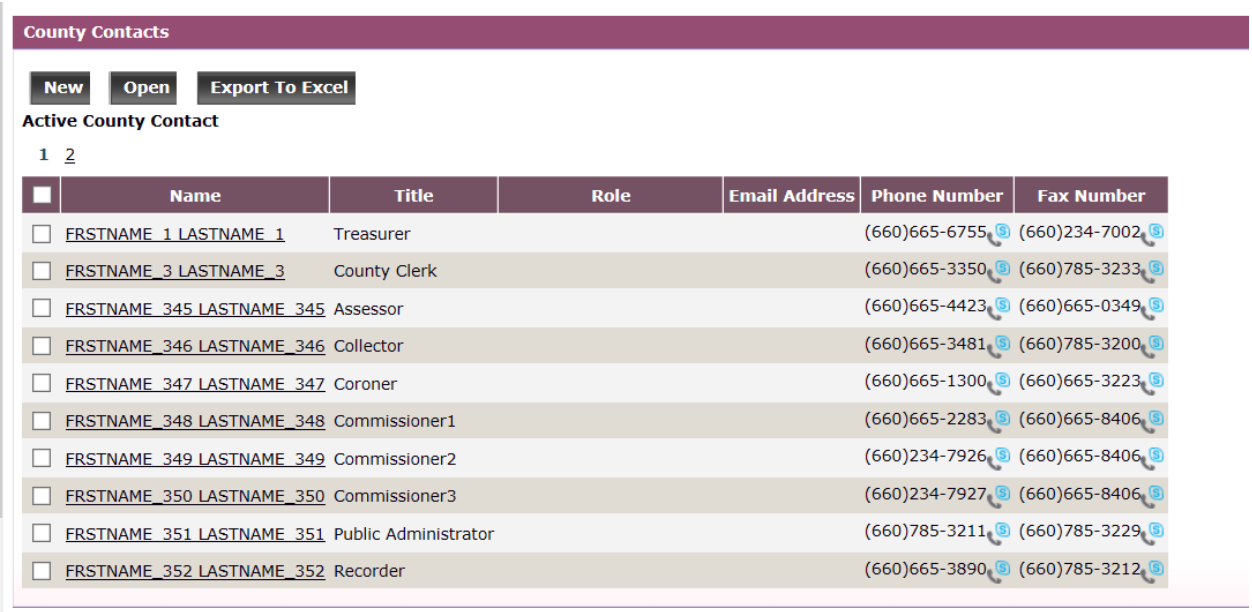
Under County Information, select County Profile from the list at the left of the screen or from the County Profile section in the middle of the screen. This takes you to the County Maintenance screen.



Note: If there is a change in the County's payroll reporting frequency, you must contact CERF.

County Contacts

Under the County Contacts grid, you will see a list of the active county contacts. To make a change to an existing contact, place a checkmark in the box next to the name that is to be changed or click on the name hyperlink. Next, press the Open button. This will take you to the County Contact Maintenance screen. Make changes to the Contact Information as needed and press the Save button.



	Name	Title	Role	Email Address	Phone Number	Fax Number
☐	FRSTNAME_1 LASTNAME_1	Treasurer			(660)665-6755	(660)234-7002
☐	FRSTNAME_3 LASTNAME_3	County Clerk			(660)665-3350	(660)785-3233
☐	FRSTNAME_345 LASTNAME_345	Assessor			(660)665-4423	(660)665-0349
☐	FRSTNAME_346 LASTNAME_346	Collector			(660)665-3481	(660)785-3200
☐	FRSTNAME_347 LASTNAME_347	Coroner			(660)665-1300	(660)665-3223
☐	FRSTNAME_348 LASTNAME_348	Commissioner1			(660)665-2283	(660)665-8406
☐	FRSTNAME_349 LASTNAME_349	Commissioner2			(660)234-7926	(660)665-8406
☐	FRSTNAME_350 LASTNAME_350	Commissioner3			(660)234-7927	(660)665-8406
☐	FRSTNAME_351 LASTNAME_351	Public Administrator			(660)785-3211	(660)785-3229
☐	FRSTNAME_352 LASTNAME_352	Recorder			(660)665-3890	(660)785-3212

To make a change to a County Contact's address, place a checkmark next to the address under Contact Address or click on the address hyperlink and press the Open button. The Address Maintenance screen appears. Make the necessary changes and press the Save button.

To add a new contact, select the New button. This will open the County Contact Maintenance screen. Enter the appropriate data under the Contact Information section. The address will auto-populate with the current address. You can either keep the address that is auto-populated or change it to a different address. Under Contact Details, select the New button. A drop-down menu will appear. Select the appropriate title.

Contact Role Descriptions:

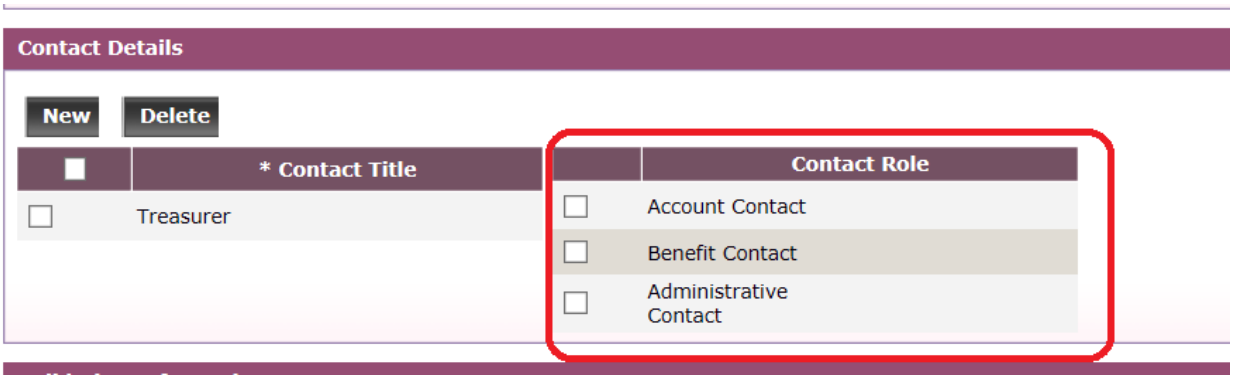
- **Account Contact** – This person will upload payroll files.
- **Benefit Contact** – This person will submit forms.
- **Administrative Contact** – This person will submit changes to the county's demographic information as well as changes to elected officials and contact information.
- **Payment Contact** – This person will submit deposits and Deposit Exception forms.

The **Account Contact** will have access to the Payroll Summary Lookup, Payroll Summary Maintenance, Payroll Header Lookup, Payroll Header Maintenance, Payroll Detail Lookup, Payroll Detail Maintenance, Upload File, File Status Lookup, File Header Maintenance, Salary Verification, Deposits and Deposit Exceptions screens.

The **Benefit Contact** will have access to the Submit Forms, Participant Information Lookup, Participant Maintenance, Employment Change Wizard, Change Form Lookup Maintenance, Enrollment Lookup, Enrollment Maintenance, Salary Verification Lookup and Salary Verification Maintenance screens. This person will also be able to update information for County Contacts.

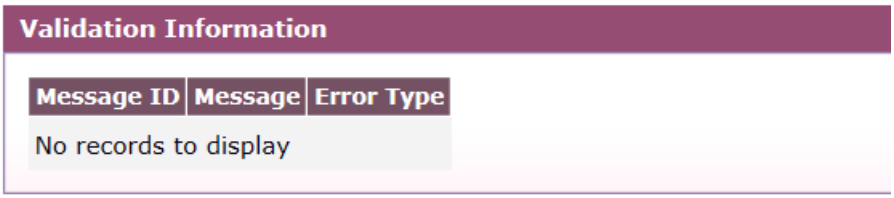
The **Administrative Contact** will have access to the County Maintenance and County Contacts Maintenance screens. The Participant information and County Contribution Election grid will be read-only.

The **Payment Contact** will have access to the Deposit Lookup, Deposit Maintenance, Deposit Exception Lookup, Deposit Exception Maintenance, and Bank Information screens. The bank account number will be visible only to the user who creates the account. County Contact information will be read-only. This person will not be able to view county contact details beyond this page.



Note: The Contact Role fields are read-only. You will need to contact CERF to assign a role(s) to a contact.

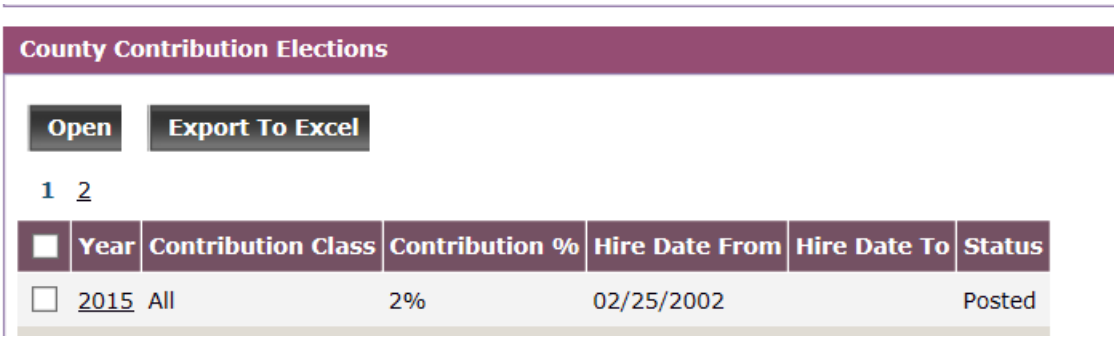
After changing existing information or adding new information, remember to check for errors under the Validation Information grid. Errors that appear here will need to be corrected before saving the information.



Press the Save button.

County Contribution Elections

A county has the option of paying all or any part of the additional 4% contributions for its employees. The county's election, by year, will be shown here.



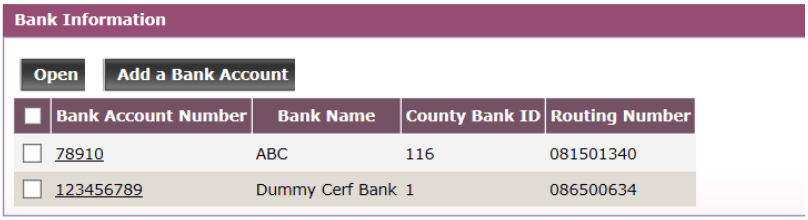
If you place a check mark in the box next to the year and press the Open button or click on the year hyperlink, you will be taken to a screen showing the employees for which this election applies. You can view the information but cannot make any

changes. These changes occur once each year, to be effective January 1 of the next year. CERF will notify you when the election can be changed.

Bank Information

On the County Maintenance screen, look for the section labeled Bank Information. You can open the existing account or add information for a new account.

The user who adds a new bank account is the only user who will be able to see and access the information for that account.



To open an existing account, place a checkmark in the box next to the appropriate account and press the Open button or click on the Bank Account Number hyperlink. The Bank Information screen will appear. Make the necessary changes and press the Save button. You can press the Refresh button and the data will be reverted back to the original and no changes will be made.

If you want to add a new bank account, press the Add a Bank Account button. The Bank Information screen will appear. Insert the appropriate information and press the Save button. In order to clear the screen before saving, press the Refresh button and the fields will be blank.

Banking information cannot be deleted; however, it can be made inactive if it is no longer being used.

Validation Information

Be sure to always check the Validation Information at the bottom of the screen to check for any errors that may need to be corrected before submitting information to CERF.

Participant Information

You can search for employees who are active in your county.

You can select an employee from the list produced in the search by clicking on the name hyperlink or checking the box next to the Social Security Number and pressing the Open button. You will be taken to the Participant Maintenance screen. Here, you can see the employee's demographic information, employment information, service details, and salary/hours information. Under the Employment Information grid, you can change the employment status or terminate a non-vested employee by clicking on either the Employment Change button or Terminate Employment button. When you click on either of these buttons, you will be taken to a wizard that will walk you through the process. The employee's Social Security Number will be auto-populated in the wizard. When you reach the Confirmation stage of the wizard, you will see a Download Form button. By pressing this button, you will be able to download or print the form before you finish the process. Press the Finish button.

Note: A terminated employee will remain in your search for 90 days after termination.

Payroll Reporting

As a reminder, counties that make contributions on behalf of their employees must also continue to submit an electronic report or a paper copy of the breakdown of the county-paid and employee-paid contributions for each employee for each payroll period. This is required by CERF's auditors.

Definitions

Payroll Summary – The Payroll Summary refers to the container that holds all of the Payroll Headers for a month. You will not be able to create a Payroll Summary.
Payroll Header – The Payroll Header is the payroll report for a specific pay period.
Payroll Detail – The Payroll Detail is the individual payroll detail for each employee.

Payroll Summary

At the left of your screen, under Payroll Reports, select Payroll Summary. You can also navigate to this screen by clicking on Payroll Summary in the middle of your screen. The Payroll Summary Lookup screen appears. Enter the appropriate search criteria and

press the Search button. Select the appropriate Payroll Summary report from the Search Results. The Payroll Summary Maintenance screen appears.

Naming a Payroll File

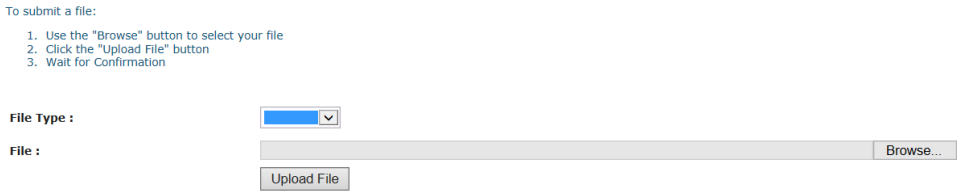
Following is an example of the proper format for naming a payroll file.

County# (xxx)_County Name_County_Beginning Payroll Date (yyyy_mm_dd)

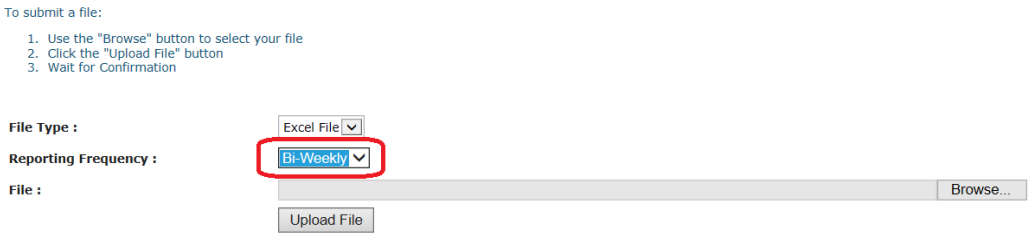
Example: 026_Cole County_2015_08_01

Upload Files

At the left of the screen, under Payroll Reports, select Upload Files. You can also select Upload Files from the middle of the Dashboard Maintenance screen. The Upload File screen will appear. Under File Type, choose either Excel File or Text File from the drop-down menu.



Select the appropriate reporting frequency. Only the payroll reporting options available for your county will be shown in the drop-down menu.



Next, click the Browse button to find the appropriate file. Click the Upload File box.

File Status

After the file is uploaded, the file status will be either Valid or Review. If the file status is Valid, it can be submitted to CERF. If the file status is Review, there is a question about the information that must be addressed before it can be submitted to CERF.

File Errors and Data Errors

There are two types of errors, File Errors and Data Errors.

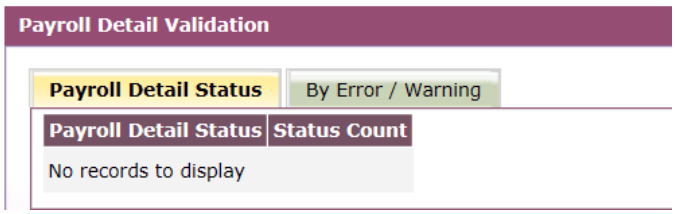
File errors are formatting errors and will display on the screen immediately. An example of a file error is if the Social Security Number contains dashes or is less than nine characters long. A Payroll Header cannot be uploaded until File Errors are corrected.

Data Errors occur when incorrect information is reported on the Payroll Header, such as an incorrect contribution amount reported for the corresponding salary. Data Errors can be viewed in CARS approximately 10 minutes after the file has been uploaded.

View and Correct Data Errors

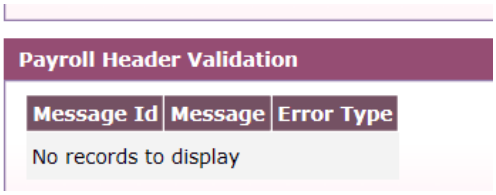
Select Payroll Header from the left navigation panel. Enter the Payroll Begin Date and click the Search button. Locate the appropriate Payroll Header and click the Open button. All Payroll Detail rows will have a status of either Review or Valid. Valid indicates all of the information is correct. Review indicates there is a question about the information that must be addressed. Once the data has been corrected, the status will change to Valid.

Under Payroll Detail Validation, you will see the number of payroll records that are valid, and the number of records that need to be reviewed. You will also see any errors that exist on the report.



These errors should be reviewed and corrected before being submitted to CERF. If the information is correct but warnings still exist, you can suppress the warnings by checking the Suppress Warnings box at the top of the page. Once the information is correct, or the warnings have been suppressed, press the Save button. The Payroll Detail status will be shown as Valid.

Under the Payroll Header Validation grid, you will see any errors that exist on the Payroll Header. These errors should be reviewed and corrected before being submitted to CERF.



If the information is correct but warnings still exist, you can suppress the warnings by checking the Suppress Warnings box at the top of the page. Once the information is correct, press the Save button. The Payroll Header status should be shown as Valid.

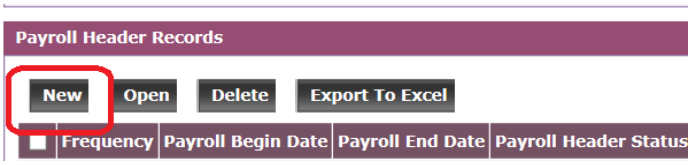
Press the Submit button. The Submit button will not be available until the Payroll Detail report and Payroll Header report both show the status as Valid. The status of the Payroll Summary does not matter.

Errors Status

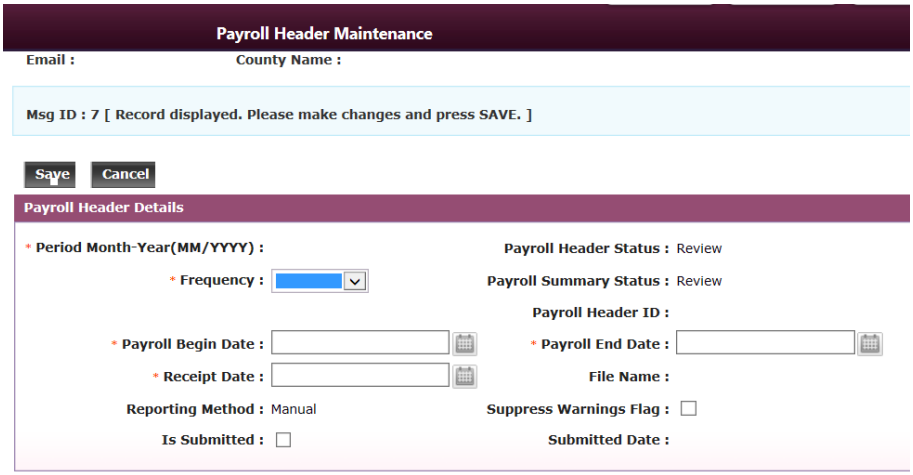
A hard error requires action by the user. Warning and Informational errors need to be reviewed by the user. Warning and Informational errors can be suppressed in order to move forward with the upload. You should also check the Payroll Header Validation box for additional errors. After all errors have been addressed, the Payroll Header status will change to Valid. Press the Submit button to submit the payroll report to CERF.

Manually Creating the Payroll Header

Under Payroll Header Records grid, press the New button.



The Payroll Header Maintenance screen appears. Add the required information and press the Save button.



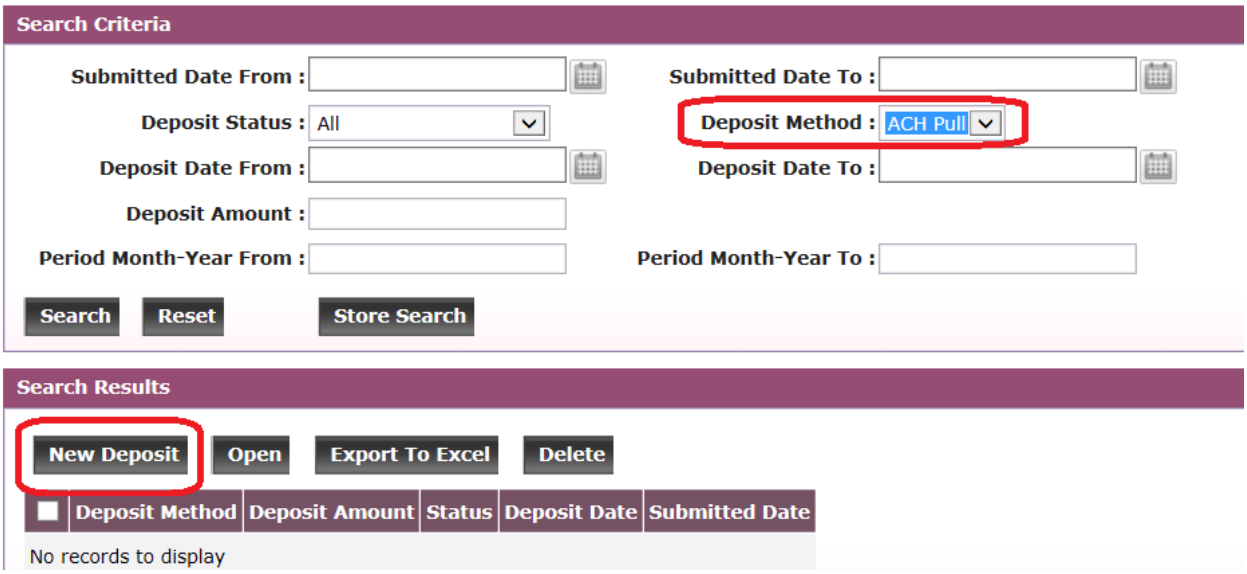
Payroll Detail

In order to add missing employees to a payroll header, you must first be in the Payroll Header, press the New Payroll Detail button, and then add the individual payroll details for each employee. If the county has a previously-posted Payroll Header, you can use the Copy Forward function to copy all of the payroll details from the previous report into the new payroll report, eliminating the need to re-enter information that already exists. You will still need to make the necessary changes to the salary, hours, and contributions for the payroll report you are creating, as well as adding the correct payroll begin date, payroll end date, and receipt date.

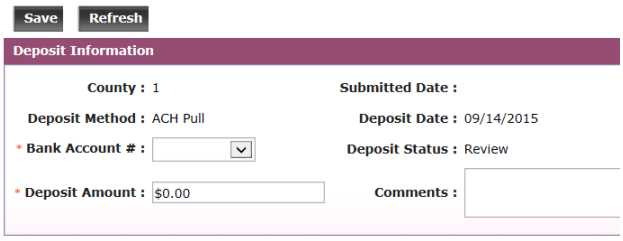
To use the Copy Forward function, click on Payroll Summary and press the Search button. Select the appropriate payroll summary by placing a check mark in the box next to the date or by clicking on the date hyperlink. Under the Payroll Header Records grid, press the New button and enter the required information. Press the Copy Forward button to populate the payroll information from a prior payroll header and update the information as needed.

Make a Deposit

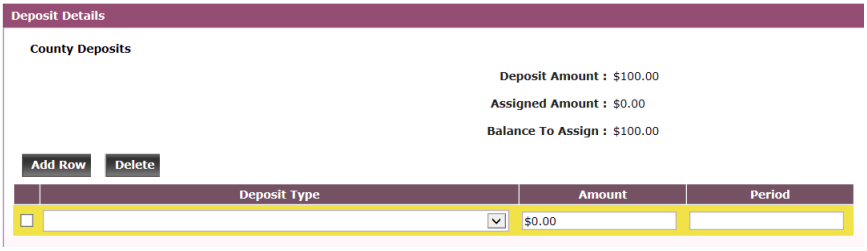
In the left navigation panel, under Payroll Reports, select Make a Deposit. The Deposit Lookup screen will appear. To make the deposit by ACH, select ACH Pull from the Deposit Method drop-down menu. Click the New Deposit button.



Next, select the appropriate bank account number from the drop-down menu and enter the deposit amount in the box provided. Click the Save button.



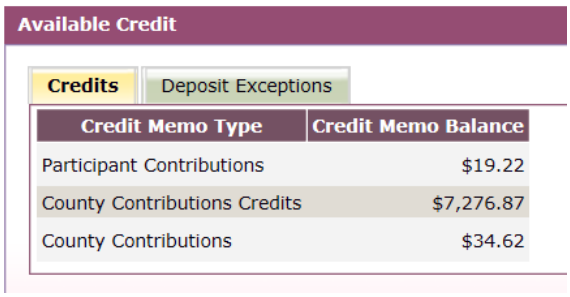
Click the Add Row button in the Deposit Details panel. Select the appropriate Deposit Type from the drop-down menu and enter the dollar amount and the period.



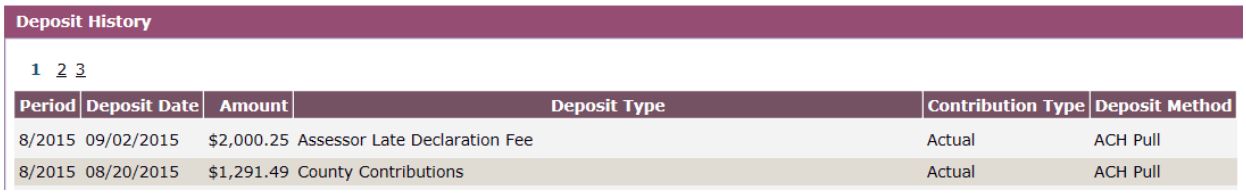
If the deposit is for payroll, the period is the month in which the employees receive their paychecks. If the deposit is for fees, the period is the month the fees were collected in the various offices, NOT the month the fees were turned over to the Treasurer. The total of all of the fields should equal the amount of the deposit. Click the Save button. Fix any errors and click the Save button again. If there are no errors and the deposit is Valid, the Submit button will appear at the top of the screen. Click the Submit button.

To make a deposit by check, select Check from the Deposit Method drop-down menu. Click the New Deposit button and enter the deposit amount in the box provided. Enter the check number and click the Save button. Follow the same steps as if remitting by ACH. After submitting the file to CERF, mail the check and transmittal form to KeyBank.

Available credits are shown under the Available Credit grid.



The Deposit History grid is a read-only table. Deposits for the last three periods are shown here.



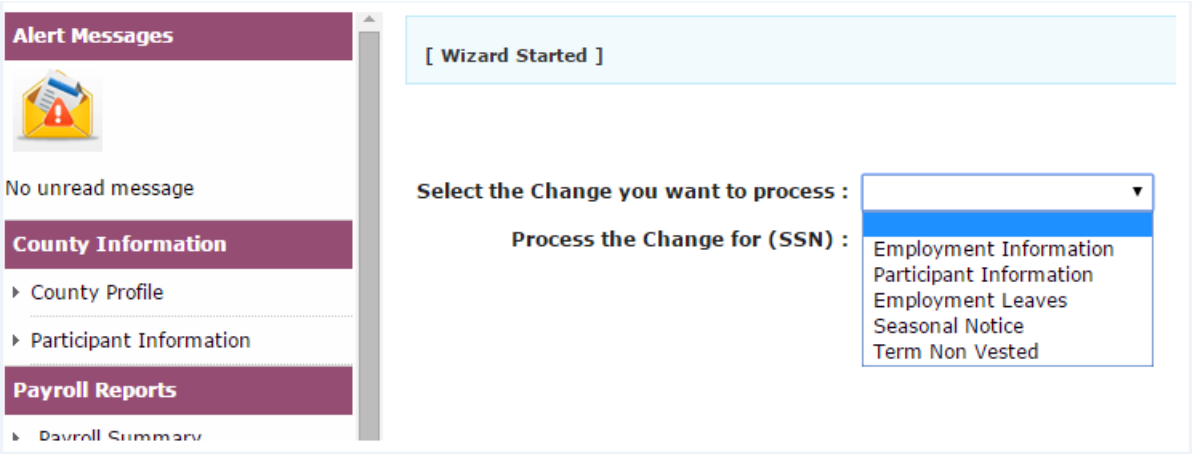
Forms

Employment Change

This is where you will submit changes in employment, employee information, leaves of absence, seasonal notice and terminated non-vested forms.

NOTE: The medical leave begin date should be the first day the participant falls off of payroll.

At the left of the screen, under Forms, select Employment Change. You can also select Employment Change in the middle of the Dashboard Maintenance screen. The Employment Change Wizard will appear.



From the drop-down list, select the change you want to process. Next, input the Social Security Number for whom you are making the change. Press the Next button. Make the appropriate changes and press the Next button. The screen will show that you have completed the change. If you want to download or print the form, press the Download Form button. When you are finished, press the Finish button. Click OK and you will be taken back to the Dashboard Maintenance screen.

Employment Change Lookup

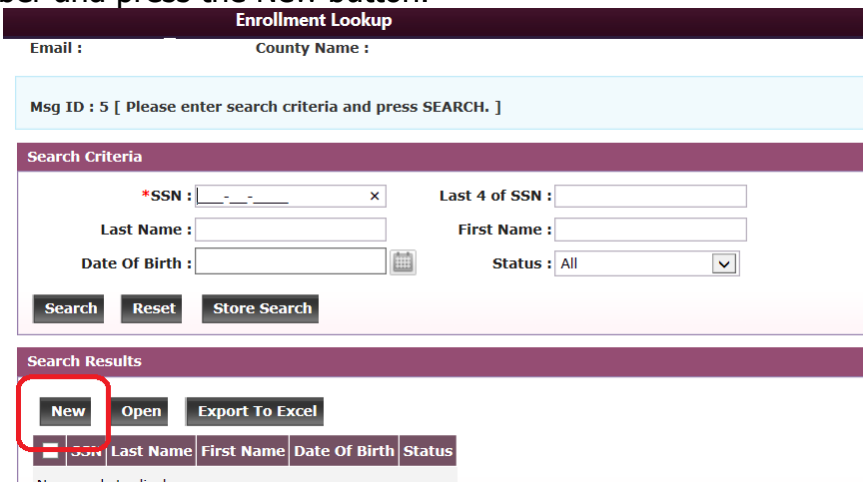
You can search for forms that are open, expired, submitted to CERF, completed or voided. Terminated members will appear 90 days after termination. After 90 days, they will no longer appear.

At the left of the screen, under Forms, select Employment Change Lookup. The Change Form Lookup Maintenance screen will appear. Type in the appropriate search criteria and press the Search button. All forms relating to the search criteria will appear under Search Results. You will see the open forms, expired forms and submitted forms on the Forms tab. An open-ended leave form will appear as an open form. When the employee returns from leave, you can open the existing form and complete it by adding the leave end date and submitting it to CERF. A leave form that has extended beyond 12 months will appear under Expired Forms. Forms that have been submitted to CERF will appear under Submitted Forms. Click on the Completed & Voided Forms tab to see the completed and voided forms. Once you submit a form to CERF, and CERF has uploaded the form, it will appear under Completed Forms.

Forms listed under Expired Forms, Submitted Forms, Completed Forms, or Voided Forms cannot be changed. Forms listed under Open Forms can be changed, submitted, or voided. Should you need to void a form, simply place a check mark in the box next to the record and press the Void Form button. The form will be moved to Voided Forms.

Enrollment

At the left of the screen, under Forms, select Enrollment. You can also enroll a new participant by selecting New Enrollment in the middle of the Dashboard Maintenance screen. The Enrollment Lookup screen will appear. Enter the employee's Social Security Number and press the New button.



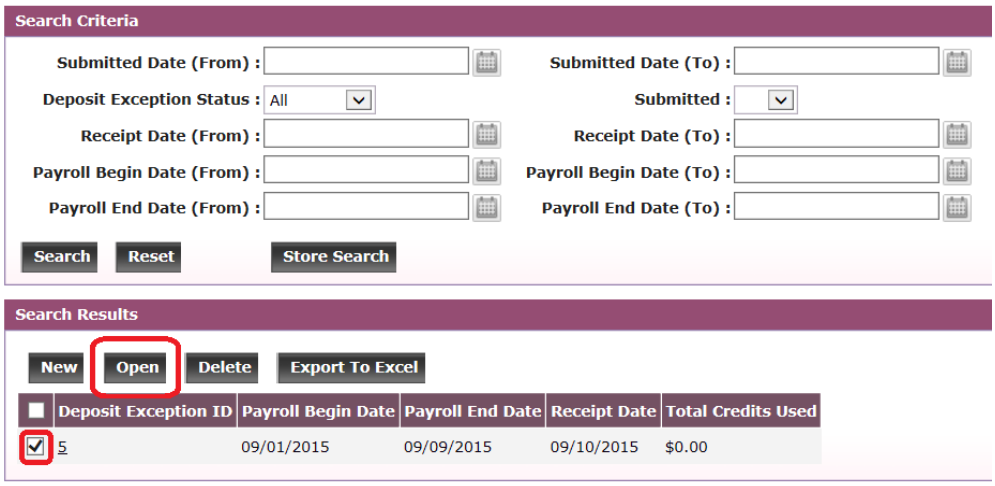
The Enrollment Maintenance screen will appear. Enter the required information and press the Save button at the bottom of the screen. Under the Required Attachments grid, indicate how you will be sending the required attachment. If you select Electronic, a field will be enabled for you to attach the document. Browse for the attachment and click Attach. If there are no errors, the Submit button will appear. Press Submit.

Salary Verification

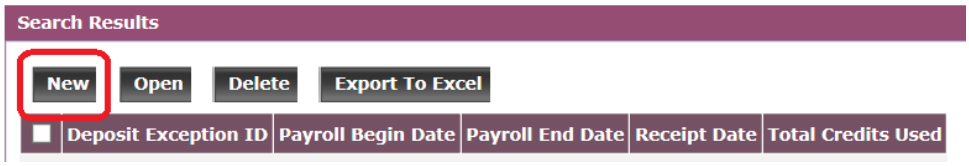
At the left of the screen, under Forms, select Salary Verification. The Salary Verification Lookup screen will appear. Enter the Social Security Number for the employee you are looking for and press the New button. The Salary Verification Maintenance screen will appear. Complete the fields with the appropriate gross salary, hours, and contributions. When you are finished, press the Save button. Press the Submit button to submit the information to CERF. Press the Print Salary Verification button to print the document. You and CERF will be able to send this form back and forth until all corrections are made.

Deposit Exceptions

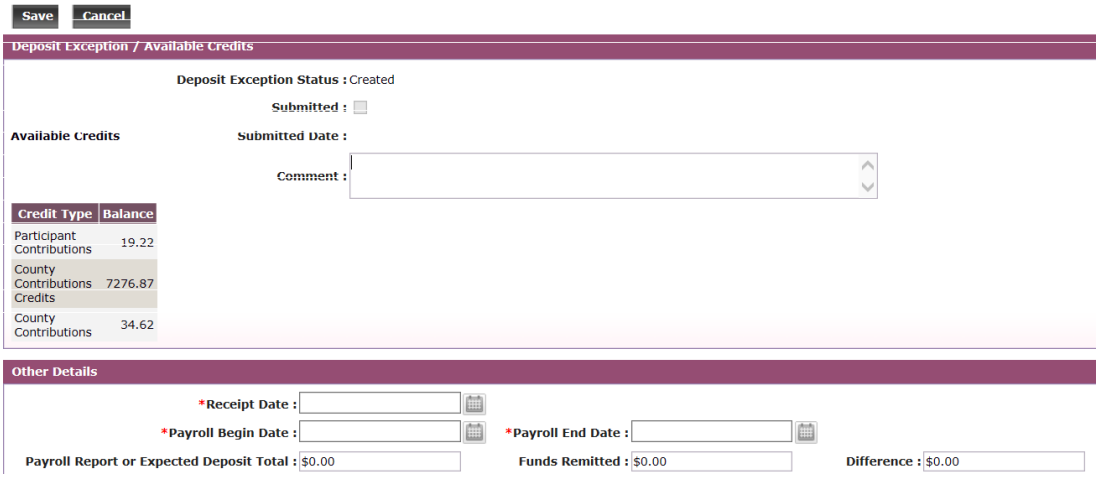
The Deposit Exception form is used when the total contributions (contributions plus buyback payments) on the Payroll Header do not equal the amount of funds remitted on the payroll. At the left of the screen, under Forms, select Deposit Exceptions. Enter the appropriate criteria and press the Search button. The Deposit Exceptions Lookup screen will appear. To search for an existing Deposit Exception form, enter the appropriate search criteria and press the Search button. Records meeting the criteria entered will appear under Search Results. Place a check mark in the box next to the desired document and press the Open button.



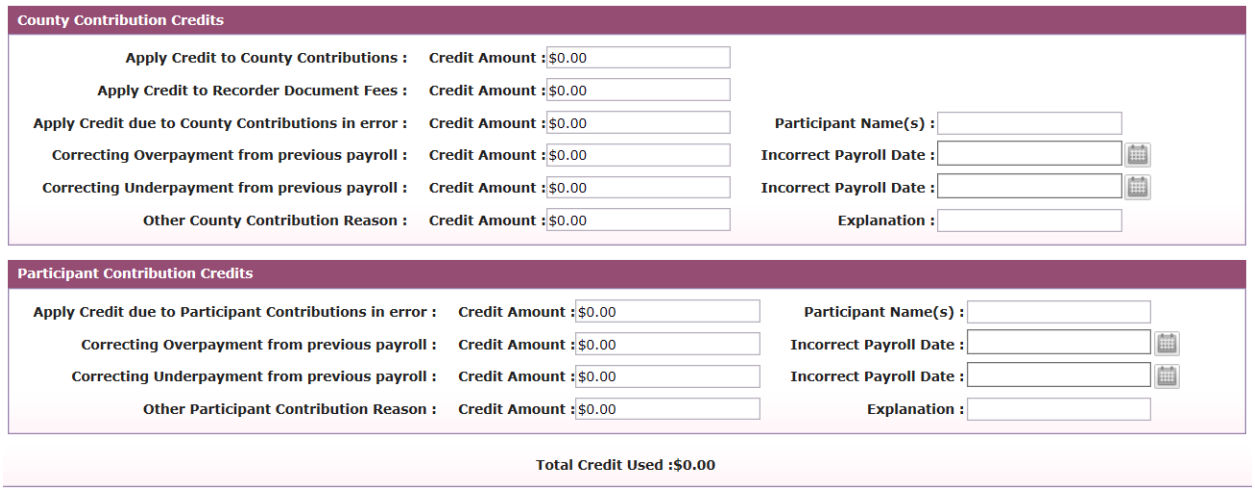
To create a new Deposit Exception document, select the New button.



The Deposit Exception Maintenance screen will appear. Under the Deposit Exception/Available Credits grid, you will see a list of credits with respective balances. Enter the Receipt Date, Payroll Begin Date, Payroll End Date, Payroll Report or Expected Deposit Total, Funds Remitted, and Difference.



Enter the amount of credits being used in the appropriate fields.



Click the Save button. If the total dollar amount entered matches the difference calculated by CARS, the Submit button will appear. Click Submit. The Submitted box at the top of the page will be checked and the submitted date will show today's date.