

PATROLE

MPERS ER Reporting Portal

Monthly Report Instructions

1. Log into PATROLE with your email address and password
 - <https://lampers.arrivos.com/EmployerReporting>
 - ❖ If this is your first-time logging in, enter your email address and click 'Forgot Password'; you will get an email from Arrivos to set your own password; then go back to login and enter your email and the password you created
2. Go to the Current Report column and click on the blue 'Start Report'
3. Find the Number of Pay Periods and in the small box to the right enter the number of pay periods for the reporting month
4. Enter the member's MPERS Wages, State Supplemental Pay, Overtime Wages, EE contributions and ER contributions by highlighting the amount in the cell and entering the current amount; then click the green 'Save' icon
 - MPERS Wages – this is the member's gross monthly salary
 - State Supplemental Pay - \$600 a month received from the state (may not apply)
 - Overtime – although overtime is not included in their EE/ER contribution calculation, it needs to be reported
 - EE contribution – 10%(Hazardous) 8%(Non-Hazardous) of the total MPERS Wages plus State Supplemental Pay
 - ER contribution – 33.925% of the total MPERS Wages plus State Supplemental Pay
5. Click on the green 'Check for Errors' icon
 - any warnings or errors will show under the member's name; if you have an error, you will not be able to submit the report until it is corrected; however, you will be able to submit the report with a warning message
 - If the member shows a warning, please make sure the status is up to date, if a member terminates employment or is on any type of leave, you will click on the green pencil under Edit Status and enter the effective date of the status change and click on the drop down and choose the reason
6. Go to the Report Totals at the top of the report and verify the totals are correct; the Total Contribution is the billable amount
7. If you agree with the totals, click on the green 'Submit Report'
8. A certification will pop up, click in the small box certifying the contributions are true and correct to the best of your knowledge; you should get a message 'you have successfully submitted your report'
9. Then, to the left of your screen, in the dark blue navigation area, click on 'Billing/E-Pay'
 - If this is your first time submitting a report, you will enter your banking information in the top box by clicking on the green pencil and entering the information in the required fields; you will only have to enter this one time, it will save the information, and the payment will be swept from the account on file each month
 - Also note, you may have to contact your bank to make sure MPERS has access to pull the funds from the account
10. Under Open Invoices click on the green 'Pay Invoice'; verify that you want to pay, then the payment will show in Pending Invoices and this will complete your process.

You can print the report by going to 'View Past Reports' and clicking on 'Print Report'. It is an Excel spreadsheet with two tabs; you can print each tab. However, the reports submitted are never deleted from PATROLE; you can always go back to view the report.