

# Exemption from Web Reporting



Public Employees Retirement Association (PERA)  
60 Empire Dr, Ste. 200, St. Paul, MN 55103-2088

Employer Response Phone Lines: 651-296-3636 or toll-free at 1-888-892-PERA

**Payroll and personnel officers that have internet access and an e-mail address at work are required to use PERA's web-based Employer Reporting and Information System (ERIS) to report pay period contribution information and to enroll new members. Employers that lack these required computer technologies must complete this form to document that they are exempt from web reporting.**

Section 1 below is to be completed by the payroll or accounting officer of the governmental subdivision. Then, the head of the agency or an authorized designee must sign Section 2 and mail the form to PERA. Upon receipt of this completed form, you will be notified of the status of your request.

<b>Section 1 – For completion by the person(s) assigned to PERA reporting tasks</b>		
1. Name of Governmental Subdivision		2. PERA-Assigned Employer ID No.
3. Does an employee of your agency complete the paper <i>Salary Deduction Report</i> (SDR) or is it prepared by an external firm, such as an accounting firm or a payroll services provider? <input type="checkbox"/> The <i>Salary Deduction Report</i> is completed by employees of this entity <input type="checkbox"/> The <i>Salary Deduction Report</i> is prepared by the following firm: _____		
4. Who in your entity is the primary person responsible for handling questions from PERA about employees' wages and retirement plan deductions?		
First Name	Last Name	Job Title
5. Indicate (√) the reason(s) the person named in item #4 is unable to use PERA's web reporting system (ERIS) <input type="checkbox"/> This employee does not have regular access to a computer that has an Internet browser that meets PERA's security requirements. Compatible browsers include but are not limited to: Microsoft Internet Explorer 6 or higher version, Netscape Navigator, Mozilla Firefox, or Safari. <input type="checkbox"/> This employee does not have an e-mail address that PERA could use to send communications.		
6. Who in your entity has the primary duty to enroll eligible employees into PERA (if different from who is listed in item #4)		
First Name	Last Name	Job Title
7. Indicate (√) the reason(s) the person named in item #6 is unable to use ERIS to enroll new members into PERA <input type="checkbox"/> The named employee does not routinely have access to a computer that has an Internet browser that meets PERA's requirements. (See item 5 for examples of compatible browsers.) <input type="checkbox"/> The named employee does not have an e-mail address for receiving PERA communications.		
<b>Section 2 – For completion by the Agency Head</b>		
By signing below, I acknowledge that I understand that computerized reporting has been established as the standard method to be used by employers that contribute to PERA. Further, by filing this form with PERA, I am documenting the reasons that our entity and its payroll officer cannot use the Employer Reporting and Information System (ERIS).		
Should our entity meet the stated technical requirements in the future, we will advise the PERA office and will then change from the paper reporting forms to the computerized method. I understand that our entity may periodically be asked to recertify to PERA that we lack the computer capabilities required for ERIS utilization.		
_____ Full Name of Agency Head or Designee		_____ Job Title of Authorized Representative
_____ Signature		_____ Date Signed