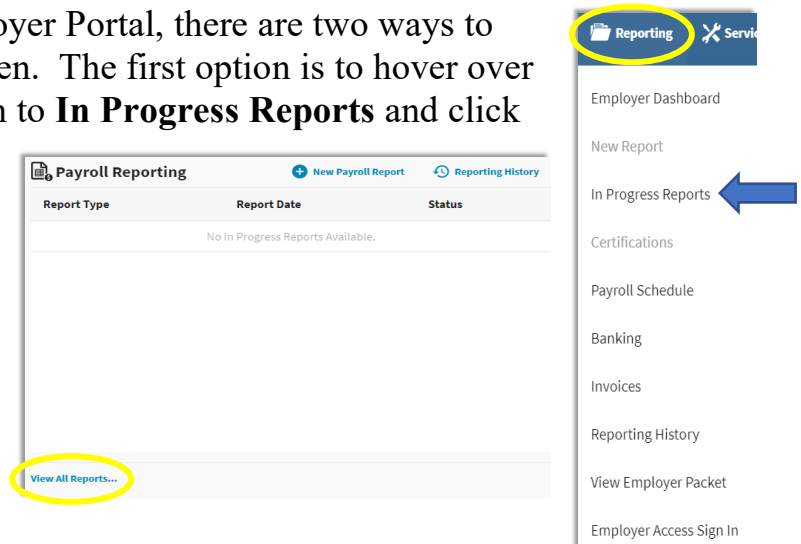


Employer Portal – In Progress Reports Procedures

The **In Progress Reports** area of the Gemini Employer Portal will be used to access all employer-generated reports that are in one of the in progress report statuses. There are various statuses of in progress reports including: Load Batch Running, Edit Batch Running, In Progress, Data Submitted, Payment Submitted, and Totals Submitted (*see page 2 for details*). Reports that have a status of Posted will not be accessible from the In Progress Reports screen. Use the following steps to navigate to the In Progress Reports area of the Employer Portal.

Once you are signed into the Employer Portal, there are two ways to access the In Progress Reports screen. The first option is to hover over **Reporting**, move your cursor down to **In Progress Reports** and click on it (*image right*).

The second option is to click on the **View All Reports...** button located near the bottom of the Payroll Reporting widget that is located on the Employer Dashboard (*image right*).



In Progress Reports –

The table available on the In Progress screen displays: report status, report type, report date, records, rejected, errors, earnings and contributions.

In Progress Reports Description of what this section does and some instructions.									
Actions	Report Status	Report Type	Report Date	Records	Rejected	Errors	Earnings	Contributions	
<input checked="" type="checkbox"/>	In Progress	Defined Benefit	01/01/2021	205	0	25	589,322.73	53,039.09	

In Progress Reports Actions –

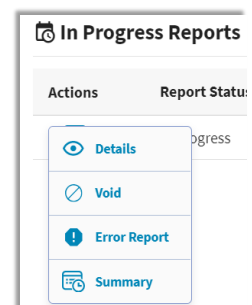
From the In Progress screen, you have the following action items: Details, Void, Error Report, and Summary (*image right*). Click on the Action button left of the In Progress Report record to complete an action.

Details will navigate you to the Details/Adjustments screen.

Void will delete all data from the contribution report.

Error Report will open the Contribution Reporting Error Report.

Summary will navigate you to the Upload Results or the Replication Results screen depending on your method of entry (upload or data entry).



Note: You must complete the Contribution Reporting process in order of oldest report date to newest report date.

Employer Portal – In Progress Reports Procedures

In Progress Report Statuses -

A brief description and/or explanation of the various report statuses that are available from the In Progress Reports area.

Load Batch Running – the status displayed when an uploaded contribution report file is running through the load batch process. This step determines if the reported data meets the required reporting standards by validating the format of the file’s header, detail, and footer sections. Uploaded files that successfully pass the load batch running process will proceed to the edit batch process. Uploaded files that fail the load batch process will be updated to a status of Load Rejected and will only be accessible from the Reporting History area.

Edit Batch Running – the status displayed when a contribution report (*file upload or replicated file*) is running through the edit batch process. The edit batch process performs validations on the employment and contribution data for each member detail record within the file. Contribution report files that successfully pass the edit batch running process will proceed to the In Progress status. Contribution report files that fail the edit batch process will be updated to a status of Edit Rejected and will only be accessible from the Reporting History area.

In Progress – the status displayed when a contribution report (*file upload or replicated file*) has successfully passed the load and edit batch processes. The In Progress status will remain in effect until the contribution report has passed the contribution reporting Step 3 – Details/Adjustments screen or the report has been manually voided by the employer.

Data Submitted – the status displayed when a contribution report (*file upload or replicated file*) has reached the contribution reporting Step 4 – Totals screen.

Totals Submitted – the status displayed when a contribution report (*file upload or replicated file*) has reached the contribution reporting Step 5 – Payment screen.

Payment Submitted – the status displayed when a contribution report (*file upload or replicated file*) has reached the contribution reporting Step 6 – Confirmation screen.

For statuses of contribution reports not listed above, *refer to the Employer Portal – Reporting History Procedures.*