

IPERS Employer Bulletin 2011-3

DATE: December 13, 2011
TO: Reporting Officials
FROM: Donna M. Mueller, CEO
SUBJECT: Notice of Changes to I-Que

I-Que downtime

I-Que is unavailable December 9–21 because IPERS is updating the system. When I-Que becomes available at 8 a.m. on December 22, 2011, you will notice a few minor changes made to increase user-friendliness.

I-Que system updates

The updates include:

- The date you last logged on will be displayed at the top of most screens.
- You will be able to sort most lists of your data.

Homepage

- “View/Update Employer Information” is now called “View/Update Employer Demographics and Contacts.”
- “Wages, Transactions, Payment Manager” is now called “Account Summary, Wage Reports, and Payment History.”
- A “Register for Employer Training” button has been added. The button is not yet active. Employer training registrations will continue to be taken by fax and mail for now.

Account Summary, Wage Reports, and Payment History

- Your list of transactions will include an Original Balance (the amount due for the wage report) and a Remaining Balance (the amount remaining after IPERS receives your wage report).

View/Update User Account (Account Settings screen)

- Username and password requirements are now listed.

Member Information screens

- The order of information has changed. It is now: SSN, Name, Occupation Code, Period Wages, Agreement Name, Start Date, Stop Date, Status Code, Reason Code, 1st Date of Employment, Termination Date and Last Check Date.
- Each member whose wages you report must have a valid address.

November and December wage reports are due January 17, 2012

No late fees will be charged for November and December wage reports if you submit both reports on January 17 or before. In addition, no late fees will be charged for wage adjustments and contributions due during this time period.

IPERS will be closed Monday, January 16, 2012, for Martin Luther King, Jr. Day. Please start your wage report early in case you need assistance.

Questions?

The I-Que Help Guide is updated with new information to help you through the transition. It is posted at [www.ipers.org/employers/reporting/handbook /index.html](http://www.ipers.org/employers/reporting/handbook/index.html).

Contact the Employer Relations Bureau at 1-877-473-7799 (8 a.m.-4:30 p.m., Monday-Friday) or employerrelations@ipers.org and refer to IPERS Employer Bulletin 2011-3.