

Employer Training: Reporting - Manual



PERA

Public Employees
Retirement Association
of New Mexico

INVESTED IN TOMORROW.



PERA

Employer Guide To RIO Self-Service Reporting

- Always contact your PERA representative with questions.
- Best practices for reporting PERA.

PERA Website



2 →

RIO Login

FAQs

Announcements

Contact Us

Search



FOR MEMBERS

FOR RETIREES

FOR EMPLOYERS

DEFERRED COMPENSATION

NEWS & EVENTS

Our job is your retirement.



FOR MEMBERS



FOR RETIREES



FOR EMPLOYERS



LIVE STREAMING

Live Streaming of PERA
Meetings



NEWS & ANNOUNCEMENTS

Upcoming events, new and announcements




DEFERRED
COMPENSATION

Information about PERA's
Deferred Compensation Plan

1. Go to the PERA website at www.nmpera.org.
2. Click on the “RIO Login” tab at the top center of the screen.



Logging in to RIO

**PERA**
INVESTED IN TOMORROW.

Public Employees Retirement Association
of New Mexico

RIO - Retirement Information Online

LoginOpen an AccountFormsPublicationsHelpAbout PERAContact Us

WELCOME TO PERA'S SELF SERVICE WEBSITE



Mountain Stream, Santa Fe Ski Basin
Photo by Patricia E. Thaxton

For questions concerning membership and retirement:
1-800-342-3422 (Toll Free) or 1-505-476-9300
Via email: pera-memberservices@state.nm.us

For questions concerning this RIO Self Service website, including your User ID and password (please include your full name as well as the last four digits of your SSN and your birth date):
Inside of New Mexico: 1-866-845-9029 (Toll Free)
Outside New Mexico: 1-505-476-9420
Via email: PERA-RIOhelpdesk@state.nm.us

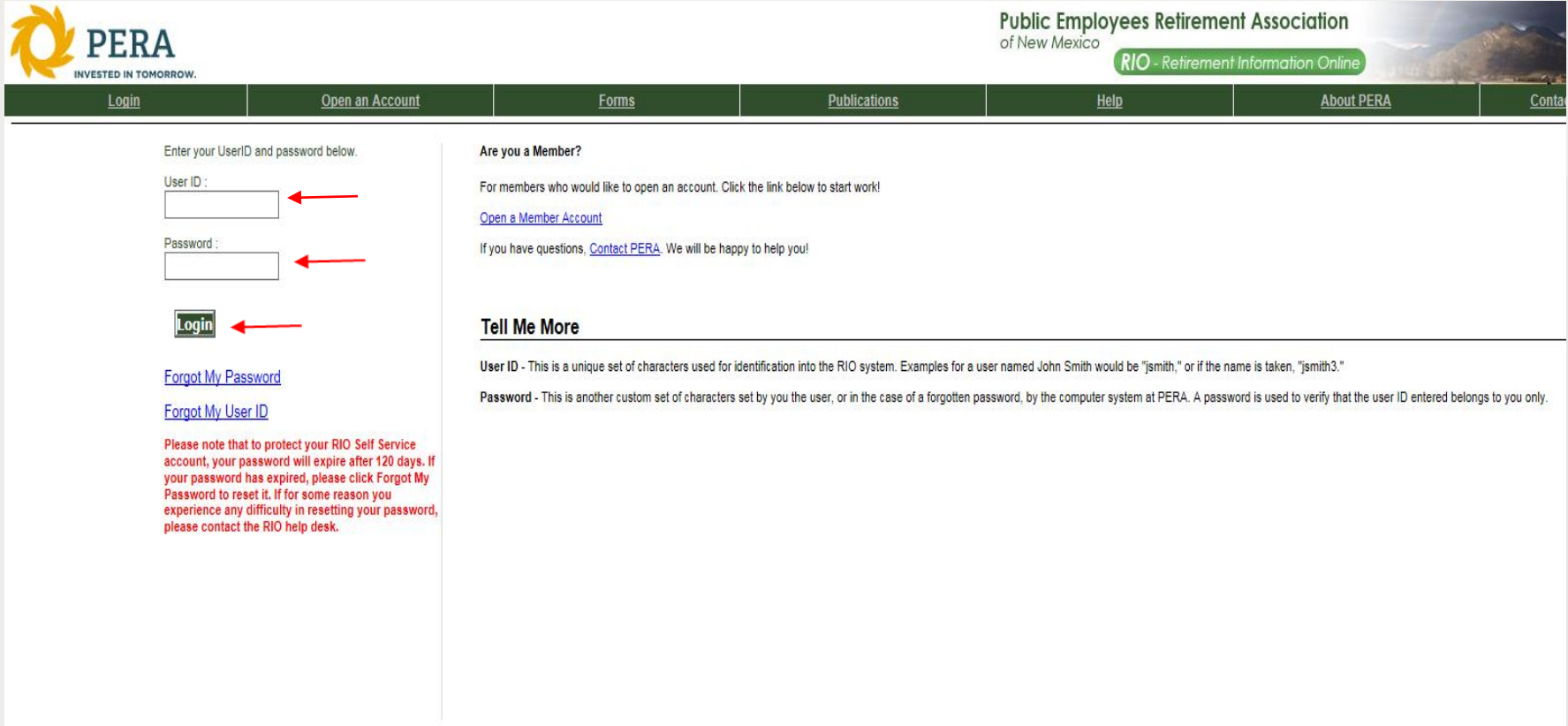
Click the link below to find out if you may have any unclaimed contributions left in your account:
[Unclaimed Property Search](#)

Additional contact information is available here:
[Contact Us](#)

[Contact Us](#) | [About PERA](#) | [Help](#)
Copyright © 2006 State of New Mexico | [Terms of Use](#) | [Privacy Statement](#) | [Accessibility](#)

1. Click on the “Login” tab at the top left of the screen.

Logging in to RIO



The screenshot shows the PERA RIO login page. At the top, the PERA logo is on the left, and the text 'Public Employees Retirement Association of New Mexico' and 'RIO - Retirement Information Online' are on the right. A navigation bar contains links: Login, Open an Account, Forms, Publications, Help, About PERA, and Contact Us. The main content area is divided into two columns. The left column has a login form with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot My Password' and 'Forgot My User ID'. A red arrow points to each of these elements. Below the links is a note about password expiration. The right column has a section 'Are you a Member?' with a link to 'Open a Member Account' and a note about contacting PERA. Below that is a section 'Tell Me More' with definitions for 'User ID' and 'Password'.

PERA
INVESTED IN TOMORROW.

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

[Login](#) [Open an Account](#) [Forms](#) [Publications](#) [Help](#) [About PERA](#) [Contact Us](#)

Enter your UserID and password below.

User ID :

Password :

[Forgot My Password](#)

[Forgot My User ID](#)

Please note that to protect your RIO Self Service account, your password will expire after 120 days. If your password has expired, please click [Forgot My Password](#) to reset it. If for some reason you experience any difficulty in resetting your password, please contact the RIO help desk.

Are you a Member?

For members who would like to open an account. Click the link below to start work!

[Open a Member Account](#)

If you have questions, [Contact PERA](#). We will be happy to help you!

Tell Me More

User ID - This is a unique set of characters used for identification into the RIO system. Examples for a user named John Smith would be "jsmith," or if the name is taken, "jsmith3."

Password - This is another custom set of characters set by you the user, or in the case of a forgotten password, by the computer system at PERA. A password is used to verify that the user ID entered belongs to you only.

1. Enter the login ID and password and then click “Login”. You will be taken to the Employer Homepage.

****NOTE** - Your password will expire every 120 days. If you need to reset your password or if your password has expired, you can click on “Forgot My Password”.



Employer Home Page

PERA
INVESTED IN TOMORROW

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

Logoff Forms Publications Help About PERA Contact Us

Things to Do
Employer Summary
Employer Name [REDACTED]
Employer Home
Work on Reports
Cash Not Tied to Report
View Employee Info
Update My Profile
Payable and Receivable
Payable to Report
Missing Reports and Payments
View Modified Member Records

Employer Home Page

This is your employer home page. If you are responsible for reporting for more than one employer, you can select another employer by clicking a select link below. The employer summary will be displayed on the left side of this page.

• [View Your Employer Information, Contacts, Plans & Contribution Rates](#)

Messages From PERA

- ***Employer Certifications can be emailed directly to you as they are created. Please ask your PERA representative for information on how to receive your Entities monthly certifications electronically.
- ***IMPORTANT*** Please note PERA's address has changed. Please send all correspondence to the following address: 33 PLAZA LA PRENSA SANTA FE, NM 87507

Missed reports

Please check the Missing Reports and Payments link as there are some reports missing for this employer.

Employer Information

Employer Name	[REDACTED]
Employer Number	[REDACTED]
Email Address	[REDACTED]
Address	[REDACTED]
Deferred	[REDACTED]
Deferred Effective Date	[REDACTED]
Reporting Frequency	[REDACTED]
Phone	[REDACTED]
Tax ID Number	[REDACTED]
Status	[REDACTED]
Status Date	[REDACTED]
Service Center	[REDACTED]

Your Contacts

Employer Reporting 1	[REDACTED]
Employer Reporting 5	[REDACTED]
Web Administrator	[REDACTED]

Contribution Rates

State Fiscal Year:	7-1-2016	through	6-30-2017	
Plan	Employee Contribution Rate (Over \$20,000)	Employer Contribution Rate (Over \$20,000)	Employee Contribution Rate (Under \$20,000)	Employer Contribution Rate (Under \$20,000)
Municipal Plan 1	8.50	7.40	7.00	7.40
Municipal Plan 2	10.55	9.55	9.15	9.55
Municipal Plan 3	14.55	9.55	13.15	9.55
Municipal Police Plan 5	17.30	16.90	16.30	16.90
Municipal Fire Plan 5	17.70	21.55	16.20	21.55

1. Check “Messages From PERA” for the latest information.
2. Click on “Work on Reports” link on the left hand side to create a new payroll report. This will take you to your regular, adjustment and posted reports.



Creating a Reporting Manually



Public Employees Retirement Association
of New Mexico

RIO - Retirement Information Online

Logoff	Forms	Publications	Help	About PERA	Contact Us
--------	-------	--------------	------	------------	------------

Things To Do

Employer Summary

Empr#

Name:

[Employer Home](#)

Work on Reports

[Cash Not Tied to Report](#)

[View Employee Info](#)

[Update My Profile](#)

[Payable and Receivable](#)

[Payable to Report](#)

[Missing Reports and Payments](#)

[View Modified Member Records](#)

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

1

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with employer reports.](#)

Regular Reports

Status	File Load Status	Date Submitted	Date Range	Delete?	Edit?	Confirm / UnConfirm?	Reconcile	View Totals/Details?
Added	Loaded	09/09/2016	07/24/2016 - 08/06/2016	delete	edit	Un-Confirm	n/a	View Totals
Added	Loaded	09/09/2016	07/10/2016 - 07/23/2016	delete	edit	Un-Confirm	n/a	View Totals

Adjustment Reports

Status	File Load Status	Date Submitted	Date Range	Delete?	Edit?	Confirm / UnConfirm?	Reconcile	View Totals/Details
Accepted	Loaded	07/29/2016	05/29/2016 - 06/11/2016	delete	edit	Un-Confirm	Reconcile	View Totals

Posted Reports

Status	File Load Status	Date Submitted	Date Range	Report type	View	Reconcile	View Totals/Details
Posted	Loaded	08/10/2016	06/26/2016 - 07/09/2016	Regular	view	n/a	View Totals
Posted	Loaded	07/18/2016	06/12/2016 - 06/25/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/29/2016	05/29/2016 - 06/11/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/17/2016	05/15/2016 - 05/28/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/17/2016	05/01/2016 - 05/14/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/17/2016	04/17/2016 - 04/30/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/17/2016	04/03/2016 - 04/16/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/16/2016	03/20/2016 - 04/02/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/16/2016	03/06/2016 - 03/19/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/15/2016	02/21/2016 - 03/05/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/15/2016	02/07/2016 - 02/20/2016	Regular	view	n/a	View Totals
Posted	Loaded	06/07/2016	01/24/2016 - 02/06/2016	Regular	view	n/a	View Totals
Posted	Loaded	05/25/2016	01/10/2016 - 01/23/2016	Regular	view	n/a	View Totals
Posted	Loaded	05/25/2016	12/27/2015 - 01/09/2016	Regular	view	n/a	View Totals
Posted	Loaded	01/27/2016	12/13/2015 - 12/26/2015	Regular	view	n/a	View Totals
Posted	Loaded	01/27/2016	11/29/2015 - 12/12/2015	Regular	view	n/a	View Totals
Posted	Loaded	12/22/2015	11/15/2015 - 11/28/2015	Regular	view	n/a	View Totals
Posted	Loaded	12/22/2015	11/01/2015 - 11/14/2015	Regular	view	n/a	View Totals
Posted	Loaded	11/24/2015	10/18/2015 - 10/31/2015	Regular	view	n/a	View Totals
Posted	Loaded	11/24/2015	10/04/2015 - 10/17/2015	Regular	view	n/a	View Totals
Posted	Loaded	11/24/2015	09/20/2015 - 10/03/2015	Regular	view	n/a	View Totals
Posted	Loaded	11/24/2015	09/06/2015 - 09/19/2015	Regular	view	n/a	View Totals

1. Click on “Create a New Report”.



Creating a Report Manually Cont.

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

Logoff Forms Publications Help About PERA

Things to Do
Employer Summary
Employer Home
Work on Reports
Cash Not Tied to Report
View Employee Info
Update My Profile
Payable and Receivable
Payable to Report
Missing Reports and Payments
View Modified Member Records

If you wish to create a new Wage and Contribution report, enter the correct date range and upload the report.

Report Creation Form

What type of report do you wish to create? **1** → ☒ Regular ☐ Adjustment

Enter the Start Date for the reporting period: (MM/DD/YYYY) ← **2**

Enter the End Date for the reporting period: (MM/DD/YYYY)

Enter Fire Drills Held:

Enter Business Meetings Held:

Please choose a method for populating your report.

☐ I would like to upload a payroll file to populate this report.

☐ I would like to copy member records from the most current posted report to this report.

☒ I would like to create a report with no member records. ← **3**

4 →

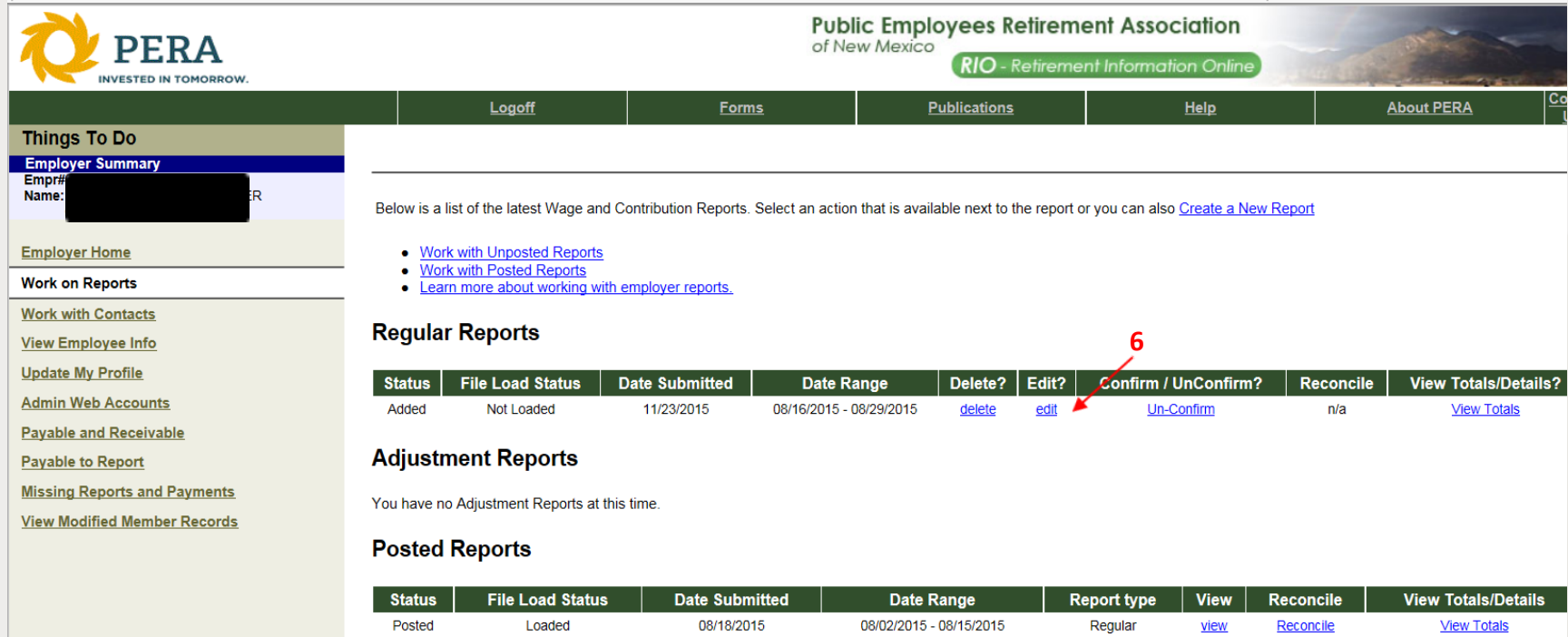
Tell me more

When creating a report you must select one of three methods to populate the report.

- **Upload a Payroll File** - If you choose this method the file you upload must meet standards set by PERA. Please refer to the Wage and Contributing Reporting Agency Manual for these standards.
When the upload is finished you will be asked to confirm that it was successful.
- **Copy Member Records** - Regular member records from the regular posted report with the most current begin date will be copied to this report.
- **Report with No Member Records** - You can create a report with no member records and add data manually through the edit process provided on this web site.

1. Click “Regular” at the top right hand side of the Report Creation Form box.
2. Enter your “Start Date” and “End Date” and follow format in red.
3. Click on “I would like to create a report with no member records”.
4. Click on “Next”.

Creating a Report Manually Cont.



PERA
INVESTED IN TOMORROW.

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

Logoff Forms Publications Help About PERA

Things To Do
Employer Summary
Empri# [REDACTED]
Name: [REDACTED]
[Employer Home](#)

Work on Reports
[Work with Contacts](#)
[View Employee Info](#)
[Update My Profile](#)
[Admin Web Accounts](#)
[Payable and Receivable](#)
[Payable to Report](#)
[Missing Reports and Payments](#)
[View Modified Member Records](#)

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with employer reports.](#)

Regular Reports

Status	File Load Status	Date Submitted	Date Range	Delete?	Edit?	Confirm / UnConfirm?	Reconcile	View Totals/Details?
Added	Not Loaded	11/23/2015	08/16/2015 - 08/29/2015	delete	edit	Un-Confirm	n/a	View Totals

Adjustment Reports

You have no Adjustment Reports at this time.

Posted Reports

Status	File Load Status	Date Submitted	Date Range	Report type	View	Reconcile	View Totals/Details
Posted	Loaded	08/18/2015	08/02/2015 - 08/15/2015	Regular	view	Reconcile	View Totals

5. You will automatically be taken back to the main “Work on Reports” screen.

6. You will start entering employees’ information manually by clicking “edit” on your newest created report.

Creating a Report Manually Cont.



Public Employees Retirement Association
of New Mexico

RIO - Retirement Information Online

[Logout](#)

[Forms](#)

[Publications](#)

[Help](#)

[About PERA](#)

Things To Do

Employer Summary

Empr#

Name:

[Employer Home](#)

Work on Reports

[Cash Not Tied to Report](#)

[View Employee Info](#)

[Update My Profile](#)

[Payable and Receivable](#)

[Payable to Report](#)

[Missing Reports and Payments](#)

[View Modified Member Records](#)

Reporting period 07/09/2016 - 07/22/2016.

You may view, add, or edit any unposted records on the current report.

Option 1 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN :

[Add or Edit Record](#)

Option 2 - Member Records with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page#
1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select			PERA wages and contributions	Added	Regular

Option 3 - Finished Editing This Report?

[Validate](#)

Finished Editing This Report? Click the Validate button to validate all member records on this report. You will be returned main reports page. Validation of larger reports may take some time and will continue even after you are returned to the main reports page. Please allow some time before re-editing this report. You may then re-edit this report at any time in the future until all records on the report are posted.

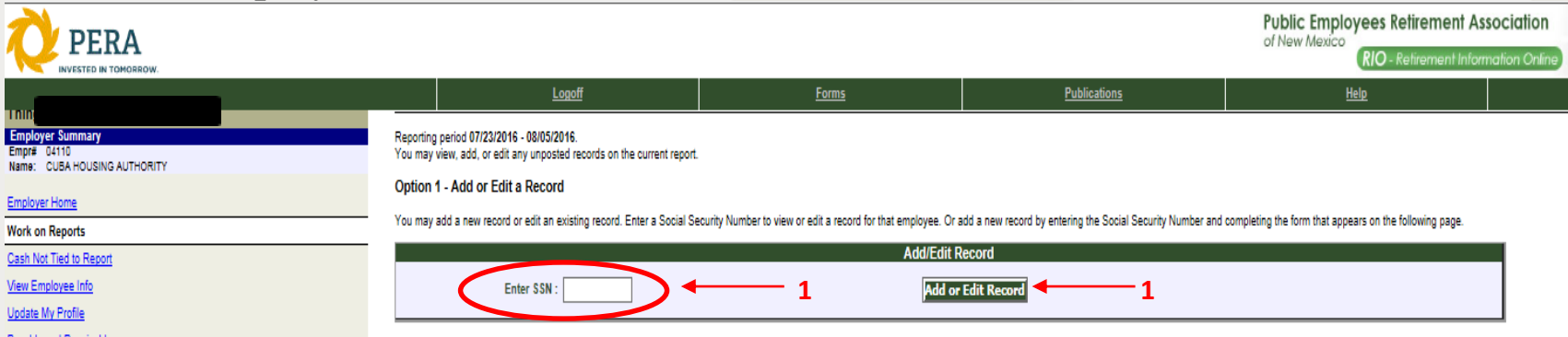
- You will use Option 1 to add records to your report file.



Creating a Report Manually Cont.

OPTION 1 – Add or Edit a Record - Adding a Record

1. Enter the employees social security number and click on “Add or Edit Record” to add an employee.



PERA INVESTED IN TOMORROW. Public Employees Retirement Association of New Mexico RIO - Retirement Information Online

Logoff Forms Publications Help

Employer Summary
Empr# 04110
Name: CUBA HOUSING AUTHORITY

Employer Home

Work on Reports

Cash Not Tied to Report
View Employee Info
Update My Profile
Download and Downloadable

Reporting period 07/23/2016 - 08/05/2016
You may view, add, or edit any unposted records on the current report.

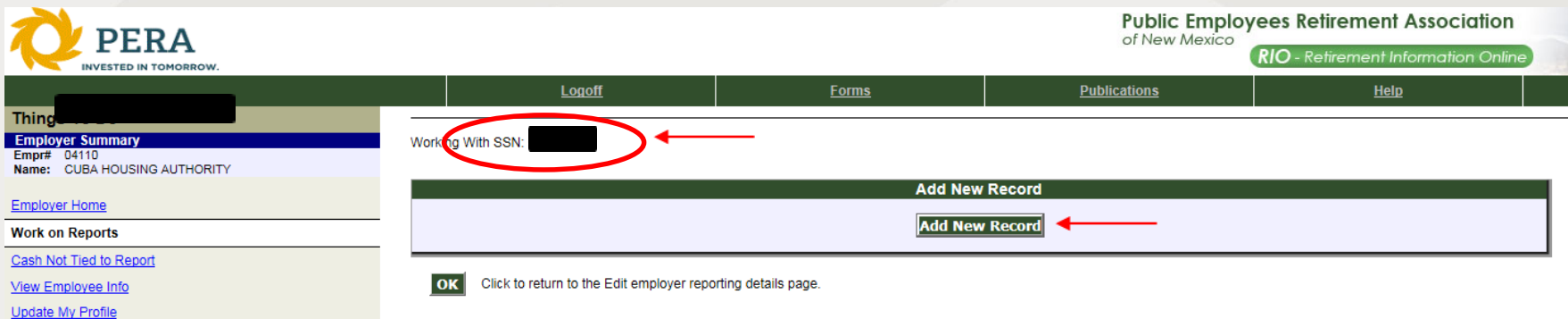
Option 1 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN: **1** **Add or Edit Record** **1**

2. Verify the social that you are working with and click add new record.



PERA INVESTED IN TOMORROW. Public Employees Retirement Association of New Mexico RIO - Retirement Information Online

Logoff Forms Publications Help

Employer Summary
Empr# 04110
Name: CUBA HOUSING AUTHORITY

Employer Home

Work on Reports

Cash Not Tied to Report
View Employee Info
Update My Profile

Working With SSN: **Add New Record**

Add New Record

OK Click to return to the Edit employer reporting details page.

Creating a Report Manually Cont.



Public Employees Retirement Association
of New Mexico

RIO - Retirement Information Online

Things To Do

- [Employer Home](#)
- [Work on Reports](#)
- [Cash Not Tied to Report](#)
- [View Employee Info](#)
- [Update My Profile](#)
- [Payable and Receivable](#)
- [Payable to Report](#)
- [Missing Reports and Payments](#)
- [View Modified Member Records](#)

Logoff Forms Publications Help About PERA

For reporting period: 06/25/2016 - 07/08/2016
The status of this member record is: Edited

Employer Name: (one only) [Redacted]
SSN: [Redacted]
Address - 1: [Redacted]
Address - 2: [Redacted]
Address - 3: [Redacted]
City: CUBA
State: NM
Zip - 5: 87013
Zip - 4: [Redacted]
Country: USA
Date Of Birth: (MM/DD/YYYY) [Redacted]
Gender: Male
Last Name: [Redacted]
First Name: [Redacted]
Middle Name: [Redacted]
Payroll Begin Date: 06/25/2016
Payroll End Date: 07/08/2016
Plan Code: Municipal Plan 2
Reported Wage Code: Wages but No Contributions
Payroll Wages: 0.00
Deferred Contributions: 0.00
Non Deferred Contributions: 0.00
Employer Contributions: 0.00
Hours: 0.00
Pay Rate: 0.00
Status Code: No Change in Status
Separation Reason: [Redacted]
Exclusion Reason: [Redacted]
Status Date: (MM/DD/YYYY) 00/00/0000

Save Delete

OPTION 1 Continued – Enter your payroll information of the employee record

3. Enter Plan Code (select from drop down box).
4. Enter Reported Wage Code (select from drop down box). Reference handout on reported wage codes.
5. Enter gross wages, employee contributions and employer contributions. Be sure to enter “Hours” and “Pay Rate” tied to the “Payroll Wages”. Payroll wages need to match the hours times the pay rate.



Creating a Report Manually Cont.

PERA
INVESTED IN TOMORROW

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

Logoff Forms Publications Help About PERA

Things to Do
Emp Name
Employer Home
Work on Reports
Cash Not Tied to Report
View Employee Info
Update My Profile
Payable and Receivable
Payable to Report
Missing Reports and Payments
View Modified Member Records

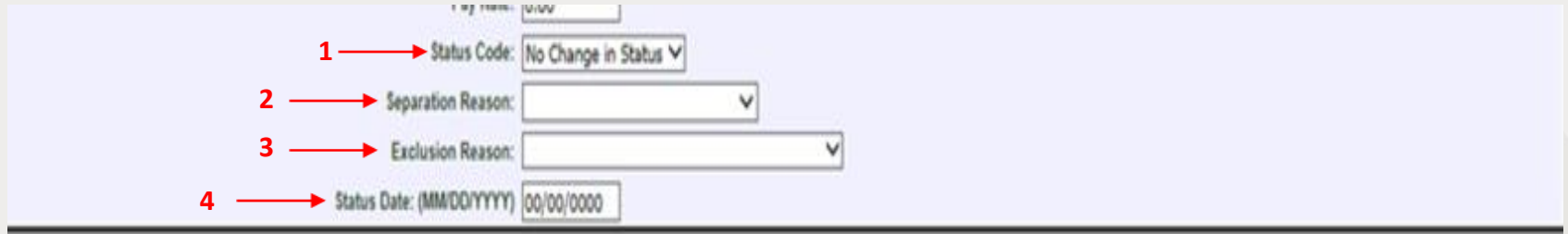
For reporting period: 06/25/2016 - 07/08/2016
The status of this member record is: Edited

Employer Name: (one only)
SSN:
Address - 1:
Address - 2:
Address - 3:
City: CUBA
State: NM
Zip - 5: 87013
Zip - 4:
Country: USA
Date Of Birth: (MM/DD/YYYY)
Gender: Male
Last Name:
First Name:
Middle Name:
Payroll Begin Date: 06/25/2016
Payroll End Date: 07/08/2016
Plan Code: Municipal Plan 2
Reported Wage Code: Wages but No Contributions
Payroll Wages: 0.00
Deferred Contributions: 0.00
Non Deferred Contributions: 0.00
Employer Contributions: 0.00
Hours: 0.00
Pay Rate: 0.00
Status Code: No Change in Status
Separation Reason:
Exclusion Reason:
Status Date: (MM/DD/YYYY) 00/00/0000

Save Delete

If the employee you are adding is new to your organization, is excluded, has received a new position that has changed the plan that they are in, or is separating from employment from you for any reason, you will need to use the status boxes to complete the record. We will look closer at these options next.

Creating a Report Manually Cont.




A screenshot of a web form for creating a report manually. The form has a light blue background. Four red arrows with numbers 1 through 4 point to specific fields: 1 points to 'Status Code: No Change in Status', 2 points to 'Separation Reason:', 3 points to 'Exclusion Reason:', and 4 points to 'Status Date: (MM/DD/YYYY) 00/00/0000'. Each field is a dropdown menu.

1. Status code – These are all the different status' that can be used. The status allows you to update PERA's system with an employees status. Using these fields correctly will allow for your reports to post without delay. While PERA still requires forms to be submitted, you can update our system before the form arrives and expedite your reporting.
2. Separation Reason – If you use the separation status, you need to provide a reason from this drop down.
3. Exclusion Reason – If you exclude a member in your reporting, you need to provide the Exclusion designation from the drop down.
4. Status Date – This date is important as it tells the system when the status you select went into effect. There are common misconceptions about what date should be used. This date needs to coincide with both your submitted forms and your reporting file. If not, you may be asked to resubmit forms, or your report may be suspended.

****If unsure about what status or date to use, contact your PERA representative****

Creating a Report Manually Cont.

 **PERA**
INVESTED IN TOMORROW


Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

Logoff Forms Publications Help About PERA

Things To Do
[Employer Home](#)
[Work on Reports](#)
[Cash Not Tied to Report](#)
[View Employee Info](#)
[Update My Profile](#)
[Payable and Receivable](#)
[Payable to Report](#)
[Missing Reports and Payments](#)
[View Modified Member Records](#)

For reporting period: 06/25/2016 - 07/08/2016
The status of this member record is: Edited

Employer Name: (one only) [REDACTED]
SSN: [REDACTED]
Address - 1: [REDACTED]
Address - 2: [REDACTED]
Address - 3: [REDACTED]
City: CUBA
State: NM
Zip - 5: 87013
Zip - 4: [REDACTED]
Country: USA
Date Of Birth: (MM/DD/YYYY) [REDACTED]
Gender: Male
Last Name: [REDACTED]
First Name: [REDACTED]
Middle Name: [REDACTED]
Payroll Begin Date: 06/25/2016
Payroll End Date: 07/08/2016
Plan Code: Municipal Plan 2
Reported Wage Code: Wages but No Contributions
Payroll Wages: 0.00
Deferred Contributions: 0.00
Non Deferred Contributions: 0.00
Employer Contributions: 0.00
Hours: 0.00
Pay Rate: 0.00
Status Code: No Change in Status
Separation Reason: [REDACTED]
Exclusion Reason: [REDACTED]
Status Date: (MM/DD/YYYY) 00/00/0000

 **Save** **Delete**

- Once you have entered in all of the record information click on “Save” at the bottom of the screen.

Creating a Report Manually Cont.

The screenshot displays the PERA (Public Employees Retirement Association of New Mexico) RIO - Retirement Information Online interface. The top navigation bar includes links for Logoff, Forms, Publications, Help, and About PERA. The left sidebar contains a 'Things To Do' section with links like Employer Summary, Employer Home, Work on Reports, Cash Not Tied to Report, View Employee Info, Update My Profile, Payable and Receivable, Payable to Report, Missing Reports and Payments, and View Modified Member Records. The main content area shows the reporting period 06/25/2016 - 07/08/2016 and provides instructions for adding or editing records. A red arrow with the number 6 points to the 'Validate' button under 'Option 3 - Finished Editing This Report?'. Below this, a 'Tell me more' section provides additional instructions for validating records.

PERA
INVESTED IN TOMORROW

Public Employees Retirement Association
of New Mexico
RIO - Retirement Information Online

[Logoff](#) [Forms](#) [Publications](#) [Help](#) [About PERA](#)

Things To Do
[Employer Summary](#)
Emp# [redacted]
Name [redacted]
[Employer Home](#)
Work on Reports
[Cash Not Tied to Report](#)
[View Employee Info](#)
[Update My Profile](#)
[Payable and Receivable](#)
[Payable to Report](#)
[Missing Reports and Payments](#)
[View Modified Member Records](#)

Reporting period 06/25/2016 - 07/08/2016.
You may view, add, or edit any unposted records on the current report.

Option 1 - Add or Edit a Record
You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record
Enter SSN : [Add or Edit Record](#)

Option 2 - Member Records with Errors
Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.
No Wage and Contribution Error Records found.

Option 3 - Finished Editing This Report?
[Validate](#) Finished Editing This Report? Click the Validate button to validate all member records on this report. You will be returned main reports page. Validation of larger reports may take some time and will continue even after you are returned to the main reports page. Please allow some time before re-editing report. You may then re-edit this report at any time in the future until all records on the report are posted.

Tell me more
Select an option for editing or adding records.

- All member records must be error free before they can post. Choose records from the Employees with Errors list above to correct those errors.
- Even if a record has no errors, you may enter the Social Security Number to view a record and make changes.
- To add a new record, you may enter the Social Security number for an employee and complete the form.
- Tonight a batch job will re-evaluate any report you edit through this process. Additional errors may be found during this process. We are only able to provide a partial validation online.
- When you are finished adding or editing records, click the Done button at the top of the page.

[Contact Us](#) | [About PERA](#) | [Help](#)
Copyright © 2006 State of New Mexico | [Terms of Use](#) | [Privacy Statement](#) | [Accessibility](#)

6. Once all records are entered you need to click on “Validate” under Option 3. It often takes a few minutes for the data to upload.

Contact Information



PERA Contribution Accounting Contacts

Renee Baros

renee.baros@state.nm.us

505-476-9321

Bloomfield	02090
Cibola (County)	03040
DFA (All State)	01341
East Rio Arriba	02240
El Dorado Area Water and Sa	04470
Espanola	02290
Gallup (City)	02330
Gallup Housing	04140
Los Alamos (County)	03170
McKinley (County)	03200
North Central NM Econ. Dev.	02520
North Central Regional Trans	03450
North Central Solid Waste	04310
Rio Arriba County Housing A	03400
Rio Arriba (County)	03240
San Juan Water	04390
San Juan (County)	03260
State Fair Commission	08003

Karlo Cantu

Contribution Accounting Bureau
Chief

Karlo.Cantu@state.nm.us

Nicole Tapia

nicole.tapia@state.nm.us

505-476-9345

ABQ Housing Auth	04560
Alamogordo	02010
Arch Hurley Conservancy Di	02030
Artesia	02980
Belen, City of	02060
Bosque Farms	02100
Carlsbad	02110
Carlsbad Irrigation Dist	04340
Carlsbad Soil and Water Cons	02120
Chaves (County)	03030
Chaves Soil and Water Cons.	03390
Cloudcroft	02170
Clovis	02180
De Baca (County)	03070
De Baca Family Practice Clini	03360
Dexter	02230
Eddy (County)	03100
Edgewood	04290
Edgewood Soil and Water Co	04070
Elida	02270
Eunice	02850
Fort Sumner (Village)	02320
Ft. Sumner Housing Auth.	04130
Hagerman	02960
Hobbs	02370
Jal (City)	02380
Lea (County)	03150
Los Lunas (Village)	02440
Loving (Village)	04040
Lovington (City)	04370
Milan	02490
Northwest NM Regional Solid	02870
Otero (County)	03220
Otis Mutual Domestic Water	04400
Portales	02550
Region IV Housing Authority	02600
Regional Emerg. Dispatch Au	04480
Roosevelt (County)	03250
Roswell	02630
Santa Fe (City) Civic Housing	04260
Santa Fe (County)	03290
SNMEDD	02670
Timberon Water and Sanitati	02910
Town of Peralta	04245
Tularosa	04440
Valencia (County)	03350

Ryan Serrano

ryans.serrano@state.nm.us

505-476-9320

Animal Service Center of the	04460
Anthony Water and Sanitatio	04030
Anthony, City of	04500
Bayard	02050
Bayard Housing Auth	04090
Camino Real Regional Utility	04510
Capitan	04300
Carrizozo	04430
Carrizozo Soil and Water Cor	04410
Catron (County)	03020
Chama	02130
Columbus	04350
Deaf School F/T	08002
Denning	02210
Dona Ana (County)	03090
Dona Ana Mutual Domestic V	04550
Elephant Butte	04020
Elephant Butte Irrigation Dist	03460
Grant (County)	03110
Grants (City)	02350
Greentree Solid Waste Auth	03440
Hatch	02360
Hidalgo (County)	03140
Las Cruces	02400
Lincoln (County)	03160
Lordsburg	02430
Lordsburg Housing Auth	04160
Luna (County)	03180
Mesilla (Town)	02470
Mesilla Valley Public Housin	04150
Region V Housing Auth.	02590
Reserve	02610
Ruidoso	02660
Ruidoso Downs	02650
Santa Clara	02970
Santa Clara Housing Auth	04200
Sierra (County)	03300
Sierra Soil and Water Cons. D	03420
Silver City	02720
Sunland Park	02950
SW NM COG	02740
T or C	02760
T or C Housing Auth	04180
Upper Hondo Soil and Water	04420
Visually Handicap School	08010
Williamsburg	02840

Rosemary Rodriguez

Rosemary.Rodriguez@state.nm.us

505-476-9337

Alb/Bern Wa Auth	04380
Angel Fire	02900
Cimarron	02140
Clayton	02160
Clovis Housing Auth	04100
Colfax (County)	03050
Curry (County)	03060
Des Moines	02220
Eagle Nest	02930
El Prado Water and Sanit. Dis	04060
El Valle De Los Ranchos Wat	04320
Grady (Village)	02340
Guadalupe (County)	03120
Harding (County)	03130
Logan	02420
Maxwell	02990
Maxwell Housing Auth	02995
Melrose	02880
Mora (County)	03210
Mora Mutual Domestic Water	04530
Mosquero	02920
Northern Regional Housing A	04215
Pecos Valley Cons Dist	02540
Pojoaque Valley Irrigation Di	04330
Quay (County)	03230
Raton	02570
Raton (City) Housing Auth	04170
Raton Public Service	02580
Roy	02640
Santa Rosa	02710
South Central Council of Gov	04010
Southwest Solid Waste	03370
Springer	02750
Springer Housing Auth	04520
Taos (County)	03320
Taos (Town)	02770
Taos Ski Valley	04490
Taos Soil and Water Conserv	03410
Texico	02780
Town of Kirtland	03000
Tucumcari	02810
Union (County)	03340
Vaughn	04050
Wagon Mound	02830
Western Mora Soil and Conse	04450

Valerie Hayas

valerie.hayas@state.nm.us

505-476-9342

Albuquerque	02020
AMAFCA	04580
Aztec	02040
Bernalillo (County)	03010
Bernalillo (Town)	02080
Ciudad Soil and Water Cons.	03480
Claunch Pinto Soil and Water	02150
Corrales	03490
Cuba (Village)	02190
Cuba Housing	04110
Cuba Soil & Water Cons. Dist	02200
Disciplinary Board of the NM	08012
East Torrance Soil and Water	02250
EMW Gas Assoc.	02940
Estancia	02300
Estancia Valley Solid Waste A	03430
Farmington	02310
Jemez Springs	02390
Las Vegas	02410
Los Ranchos de Albq	02450
Magdalena	02460
MID. Rio Grande Cons Dist	02480
Mid-Region Council Of Gove	04570
Moriarity	02500
Mountainair	02510
NW NM Council of Govrnmts	02860
Pecos (Village)	02530
Questa	02560
Red River	04250
Rio Rancho	02620
San Miguel (County)	03270
San Ysidro	02680
Sandoval (County)	03280
Santa Fe (City)	02690
SF Solid Waste	04270
Socorro (City)	02730
Socorro (County)	03310
Socorro Soil and Water Dist	03470
SSCAFCA	03380
Tierra y Montes SWCD	02790
Tijeras	02800
Torrance (County)	03330
Willard	04000

