School Reporting 101: What you need to know to get started!

Speaking Our Language

Who We Are

NMERB or ERB - New Mexico Education Retirement Board

LAU - Local Administrative Unit

Common Financial Acronyms

ACH - Automated Clearing House

FTE - Full Time Equivalent

FY - Fiscal Year

ERB Acronyms

ARP - Alternative Retirement Plan

EDF - Employee Data Form

ESS - Employer Self Service

M1 - Member Report

RTW - Return To Work

W1 - Work Report

What is your role within the LAU?

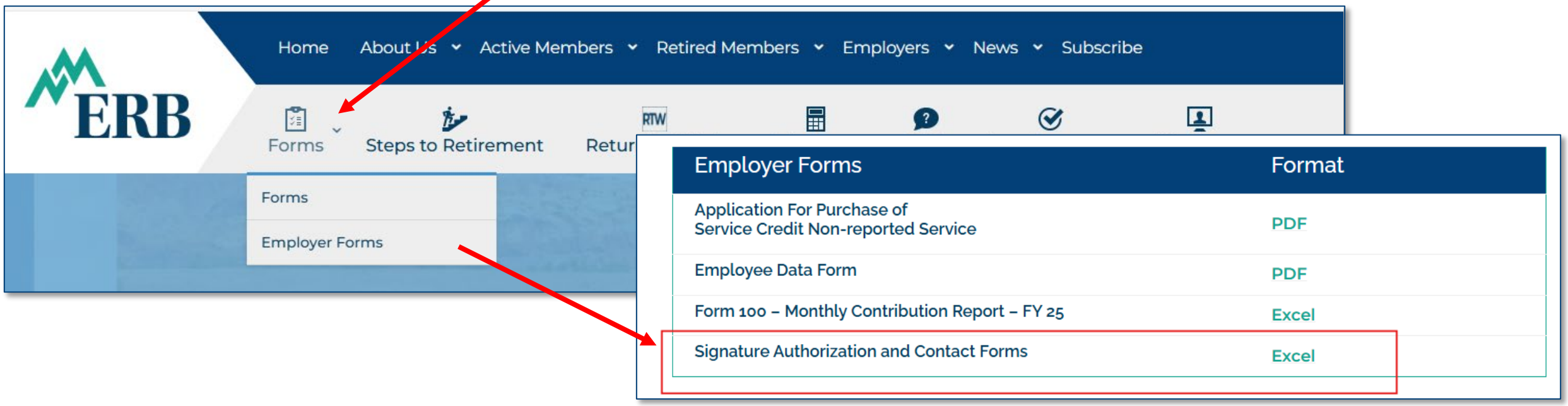
- Are you a part of Payroll?
- Are you a part of HR?
- Are you in the business office/AP?
- Will you be doing everything?

What is your role within the LAU? (continued)

- Your roll with your LAU may determine the access you need.
- Start by sending an email to lau.help@erb.nm.gov.
- Tells us who you are, what school you will be working for, and what your job duties will be.
- We will be glad to assist you with answering your questions and gaining access to login information.

Updating Contact Information

Use the drop-down menu “Forms – Employer Forms



1. Complete Tab 1 on school letterhead
2. Complete Tab 2 providing name, phone numbers, and emails of Administrative Personnel.
3. Mail the original forms to our Santa Fe office: NMERB, PO Box 26129, Santa Fe NM 87502

Signature Authorization and Contact Form

Tab 1

New Mexico Educational Retirement Board
P.O. Box 26129
Santa Fe, NM 87502-0129

RE: Authorized Signatures

To Whom It May Concern:

The following personnel are authorized to sign New Mexico Educational Retirement Board (NMERB) forms on behalf of **$CHOOL NAME**).

Print Name	Signature	Retirement Applications	Refund Forms Sick Leave Purchase	Employee Data Forms	ARP Applications	Accounting Forms: Form 100, Form 9
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
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		☐	☐	☐	☐	☐

Sincerely,

Job Title: Superintendent of Schools/School Principal or Administrator signature

Tab 2

CONTACT UPDATE FORM (PLEASE PRINT)

Administrative Unit (School Name):	**HR Contact:**
Address	Address
City, State, Zip Code	City, State, Zip Code
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address
Business Office Contact:	**School Principal** (if applicable):
Address	Address
City, State, Zip Code	City, State, Zip Code
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address
Payroll Contact:	**Superintendent of Schools** (Chairman of the Board - for Charter Schools):
Address	Address
City, State, Zip Code	City, State, Zip Code
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address
Other:	**Other:**
Address	Address
City, State, Zip Code	City, State, Zip Code
Phone Number	Phone Number
Fax Number	Fax Number
Email Address	Email Address

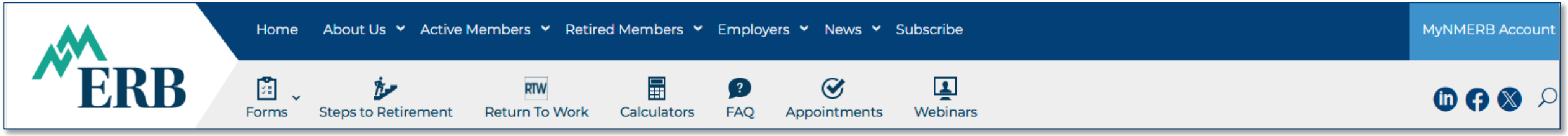
FORM COMPLETED BY: _____ **DATE:** _____

(Please Print)

ERB

The ERB Website

Bookmark as a favorite: www.erb.nm.gov



Active Members

- Forms
- Appointments
- New Members
- Create My NMERB Account
- ERB Defined Benefit Plan
- Service Credit
- Reciprocity ERA/PERA
- Inactive Members
- Life changing events
- Information Library
- ARP – Alternative Retirement Plan

Retired Members

- Forms
- Benefit Payment schedule
- Verification of Monthly Benefit
- Cost of Living Adjustment
- Retired Members 1099R Documents
- Retiree Annual Statement
- Life Events
- Return to Work after Retirement
- Health Care
- Information Library
- Retiree Survey

Employers

- ESS Login/E-Bill Express
- General Information
- New Pension System – LAU Updates
- Reference Tables
- Forms & Documents
- Employer Notices
- Employer Library
- Employer Videos

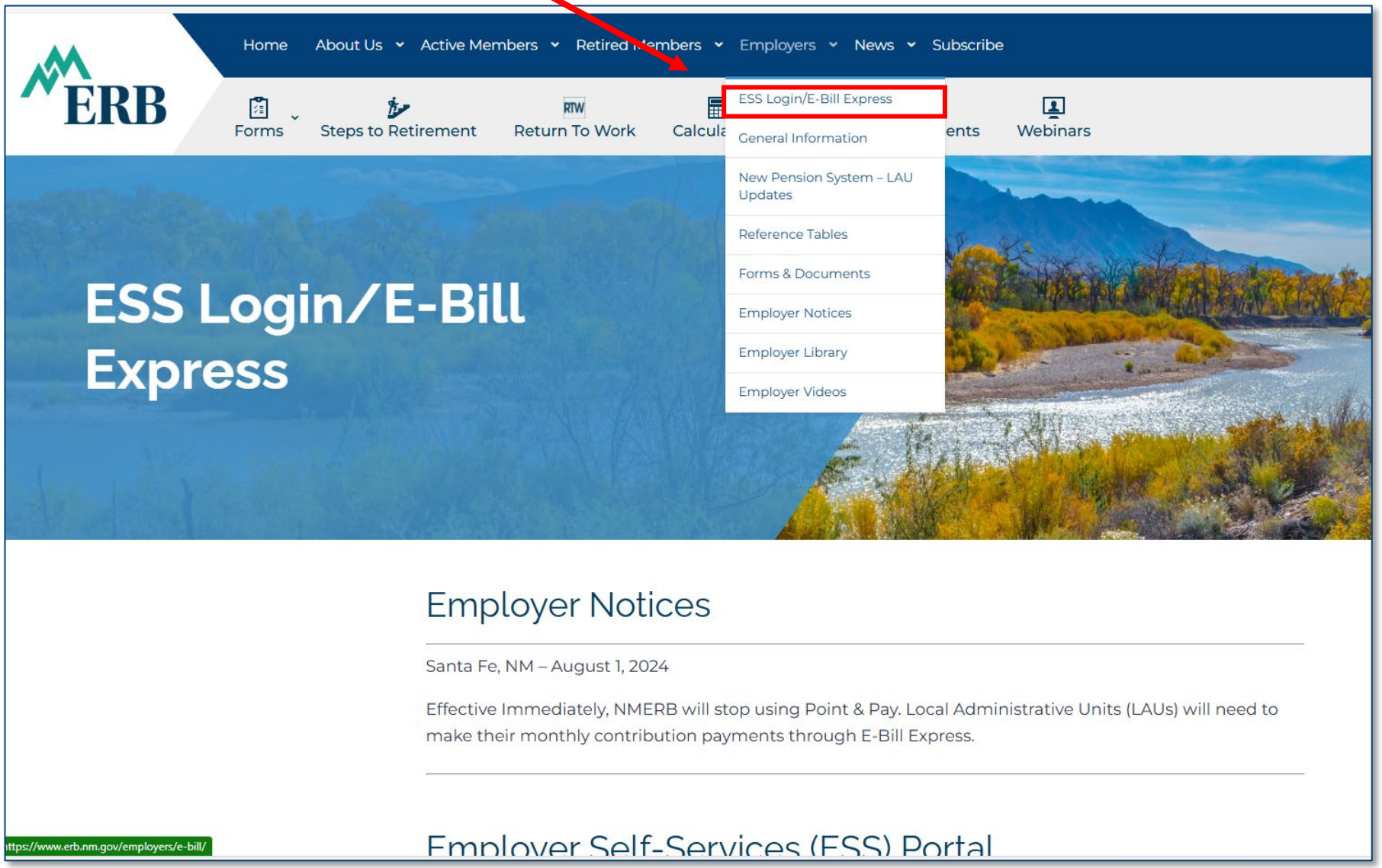
ERB

Need to know more about ERB

Download a copy of the Member Handbook

Active Members >
Information Library >
Member Handbook

E-Bill Express and ESS Login



Follow the Links

Employer Notices

Effective July 1, 2025 —

NMERB Board Rule 2.82.9 – Administrative Unit Reports and Remittances

LAUs will be assessed a penalty for each report filed that fails to correctly include or identify an individual as employed or mis-categorize when submitting a work report reflecting payment of wages as required pursuant to this rule.

- 1st failure: $500.00
- 2nd failure: $1,000.00
- 3rd and each subsequent failure: $1,500.00

E-Bill Express

PAY NOW

E-Bill Express Guide

Employer Self-Services (ESS) Portal

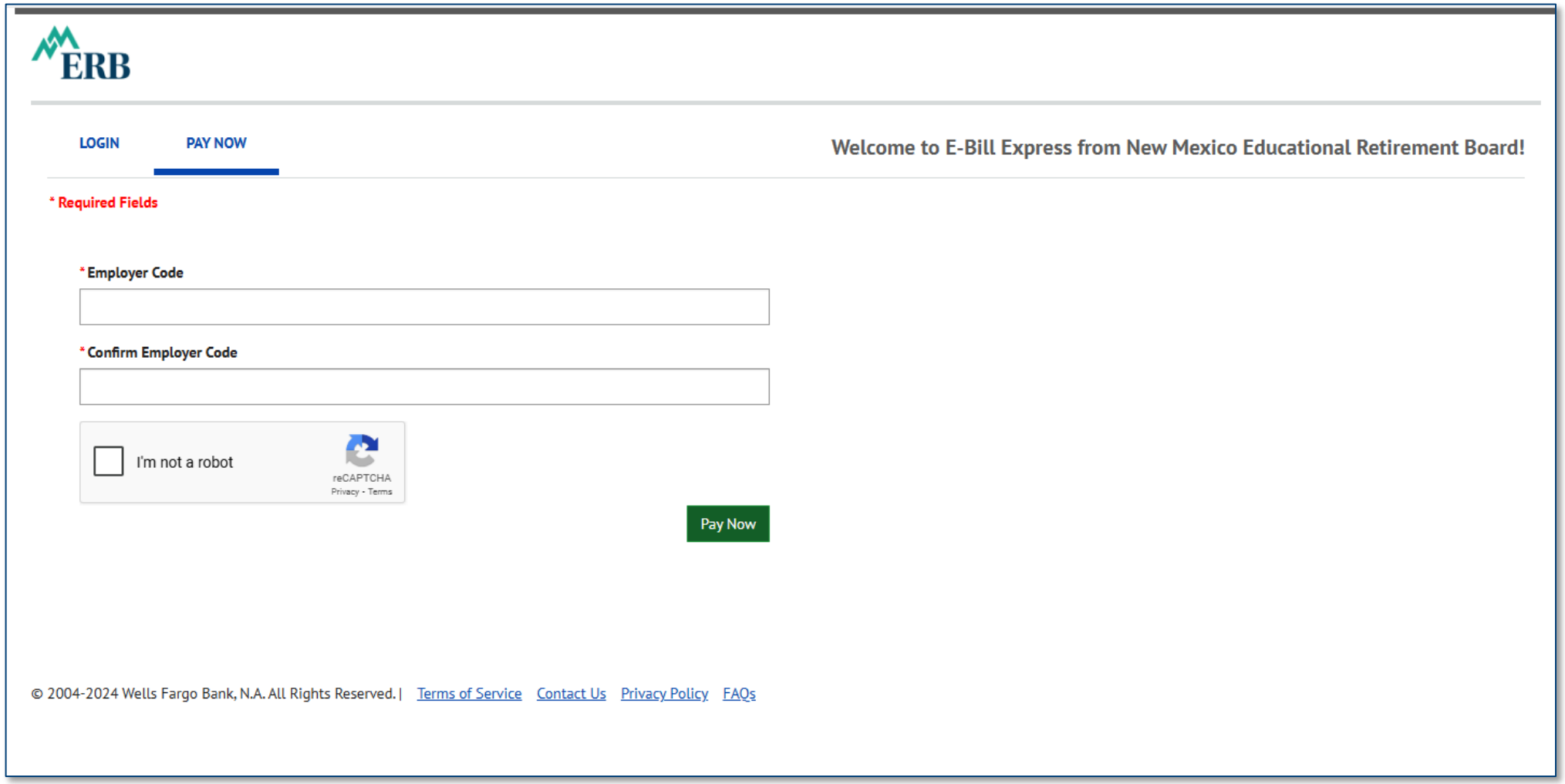
UPLOAD FILES

Employer Self-Service Tutorial

Employer Self-Service Upload Cheat Sheet

ERB

MAKING MONTHLY CONTRIBUTION PAYMENT



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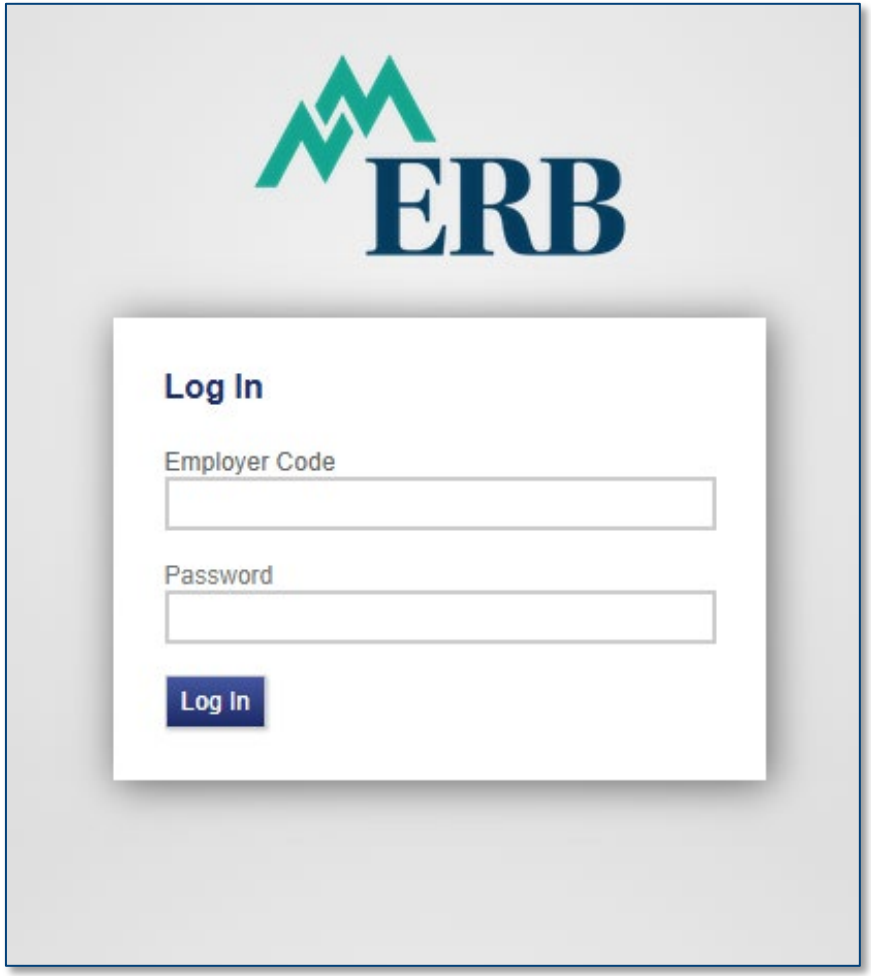
UPLOADING ELECTRONIC FILES (W1 & M1)



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Monthly Reporting Deadlines

All items are due no later than the **15th** of each month.

Late submission of forms and contributions may result in late fees and penalties

Reporting Terms

ACH Deposit - Monthly contribution deposit

Form 100 – Contribution report - summarizes the information in the work report

Work Report (W1) - List members, wages and contributions for the period being processed in addition to *job categories and job classifications*.

Member Detail File (M1) - Member demographic information – should only include new employees, re-hired employees or changes in employee information i.e. address, phone number or email changes. M1 file should not be larger than the W1 files.

Employee Data Forms - New hires or returning hires

Form 9s - Member adjustments to monthly earnings and contributions

MERB

Labeling Electronic Files W1 & M1

LAUs need to label monthly reports with the following format.

- **3-letter LAUs = ABC**
- **Month = 2-digits - 11**
- **Year = 4-digits - 2023**
- **Type of Report = M1 or W1**

- **ABC122023W1**
- **ABC122023M1**

This simple format allows our office to identify LAUs and assign reports to the analyst.

Don't know your 3-letter abbreviation or your 5-digit code? You can visit our website: www.erb.nm.gov > Employers > General Information > List of NMERB Employers / Local Administrative Units

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3 WAYS TO SUBMIT FORMS

(855) 214-0835

Employee Data Form

Form 100
Form 9

LAU.Form@erb.nm.gov

Form 100

Form 9

Last 4 digits of SS#

NMERB
PO Box 26129
Santa Fe, NM 87502

All ERB Forms

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JOB CATEGORIES AND JOB CLASSIFICATIONS

Active
R - Regular greater than $24,000
RU - Regular $24,000 or less
LT - Long Term Substitute greater than $24,000
LU - Long Term Substitute $24,000 or less
EX -Excludable – Short Term Substitutes
PT - Part Time .25FTE or less
AP - **ARP** – Alternative Retirement Plan (Collegiate level only)
LW - Leave With Out Pay

K thru 12
AD - Administrator (Superintendent, Principal)
TE - Teacher
NC - Non-Certified (Support staff)
OC - Other Certified (Certified positions other than Teachers; Nurse, Psychologist)

Retirees
RT - Return to Work greater than $24,000
TU - Return to Work $24,000 or less
NR - 36 Month Return to Work greater than $24,000
NU - 36 Month Return to Work $24,000 or less
RW - Return to Work .25FTE or less
RE - Return to Work earning less than $15,000
RP - Retired NMPERA greater than $24,000
PU - Retired NMPERA $24,000 or less

Collegiate level
AD - Administrator (Executive, VP's, Dean)
FA - Faculty (includes Dept. Head)
PR - Professional Staff (Exempt employees)
CL - Classified Staff (Non-Exempt employees)

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Monthly Checklist

Reporting deadline is the 15th of the month.

- ✓ Contribution payment – made through E-Bill Express.
- ✓ Electronic files W1 & M1 uploaded to our system through Employer Self-Service (ESS) Portal.
- ✓ Convert the Form 100 to a PDF and email to LAU.form@erb.nm.gov.
- ✓ If you have adjustments make sure that the additional lines are on the work report.
- ✓ Convert the Form 9(s) to a PDF attach to the Form 100 and email.
- ✓ Employee Data Forms (EDFs) can be faxed to 855-214-0835 or mailed to NMERB, PO Box 26129, Santa Fe, NM 87502.

School Reporting Team Contact Information
January 2025

Mailing Address: PO Box 26129, Santa Fe, NM 87502

Phone: (505) 585-3510 or (800) 663-1919

Website: www.erb.nm.gov

Staff Member	Phone #	Email Address
Selina Herrera, Supervisor	(505) 531-6724	selina.Herrera@erb.nm.gov
Jessica Tapia, Analyst	(505) 531-6755	jessica.tapia@erb.nm.gov
Sharon Lopez, Analyst	(505) 531-6731	sharon.lopez@erb.nm.gov
Andrea Vega, Analyst	(505) 531-6752	andrea.vega@erb.nm.gov
Melissa McFall, Compliance Advisor	(505) 531-6740	melissa.mcfall@erb.nm.gov

Email for Help: Lau.help@erb.nm.gov
Email for LAU forms: Lau.form@erb.nm.gov
Fax: 855-214-0835

Additional Training

To schedule a virtual or in-person compliance review for your HR, Payroll, & Business Office Staff.

Email: Melissa McFall, Compliance Advisor
melissa.mcfall@erb.nm.gov

We will have more School Reporting Trainings to come.