2012 Payroll Year-End Discussion Items

Handout 1

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1.   ERM Reporting Requirements:

* * Considerations * *

1) When recording earnings transfers, the system will mark the distribution lines
   created in the transfer with an 'A' (internally) which indicates to the system that
   the distribution line is the result of an earnings transfer. If the earnings
   transfer is dated the SAME as the original earnings record, the transfer will NOT be
    reported to ERM as an adjustment. If the earnings transfer is dated different from
   the original earnings record, the transfer can be reported to ERM as an adjustment.
    The dating of earnings transfers and the reporting of these adjustments is based upon
   the date ranges specified when running the ERM wage & contribution report. You must
   keep track of the date range you ran last so that you can correctly date transfers
   for inclusion in future reports.

    Only those account changes that reflect a change from a federally funded account to a
   non-federally funded account or vice versa will be picked up as adjustments.

2) Negative transactions are reported as adjustments ONLY if the account used for the
   negative distribution line does NOT exist on any other distribution line. If it does
   exist, the negative amount will be added to the other distribution lines with the
   same account.

3) When recording a manual paycheck/direct deposit you will be asked whether the manual
   is an ERM adjustment. All previous pay voids will ALWAYS be considered as an ERM
   adjustment. If a manual entry is being done during the current pay being processed,
   for wages earned during the current pay, then it would NOT be an ERM adjustment. If
   the manual entry is for wages earned during a prior pay, then it should be marked as
   an ERM adjustment. You will also be asked for the attendance period of the
   manual/void as that is a required field of information in the ERM Maintenance file.

4) Overriding the ERM pay date can now be done. This is ONLY necessary when INPRS has
    indicated that your file is not acceptable with the pay date being used.

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2. Report Finder:

Report Finder is a tool developed to assist in locating one or more reports that either have been run in the past or might have data needed on a report. To use this, there is an access field at the bottom left corner of each Master Menu. You will see Report Finder _ (X). To access Report Finder, simply place an 'X' to the right of the words 'Report Finder' and press ENTER. The following screen will be displayed.

```
_____
                        * *  Report Finder  * *
                             Payroll

      This process allows for searching for a report based upon a keyword
            or subject specified.  Upon search completion, a list of
            report(s) and where they are located will be displayed.



                    Keyword/Subject: _____

                              (Blank = All Reports)

                    Search Field: B (F=Function Name,
                                     D=Report Description,
                                     B=Both)

          Excel File Options Only: N (Y=Yes, N=No)

      Electronic File Options Only: N (Y=Yes, N=No)

  When printing, what should print?: B (F=Function Name Only,
                                        B=Both Function Name & Descriptions)



ENTER=Validate, F9=Print Report Finder, F24=Help, F16=Exit_____
```

To search for a report there are some selection options available.

Keyword/Subject:
   This field allows for indicating a keyword or subject to be searched for. From 1-30 characters can be specified. The system will scan the reports defined and display any reports that have the exact characters in their report definition or function name. Leaving this blank will display all available reports.

   For example: To search for reports that have a telephone # on it, indicate 'phone' in the keyword (without the quotes) and press ENTER.

Search Field:
   This field allows for indicating the fields that should be searched for the characters specified in the Keyword/Subject field. Valid entries are:
        F = Function name. This is the function name as seen of the menus.
        D = Report Description. This is the description of the report as defined by RDS. This description contains the name of all of the fields of information included on the report.
        B = Both the function name and the report description.

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2. Report Finder (Continued):

Excel File Options Only: N (Y=Yes, N=No)
   This field allows for indicating whether only report processes that also create
   an Excel file of the data should be displayed. Valid entries are:
      Y = Yes
      N = No

Electronic File Options Only:
   This field allows for indicating whether only report processes that also create
   an electronic file for submission to a State agency, Federal agency, bank,
   insurance company, etc. should be displayed. Valid entries are:
      Y = Yes
      N = No

When printing, what should print?:
   This field allows for indicating what should print when F9 is used
   to print a copy of Report Finder. Valid entries are:
      F = Function names only
      B = Both function names & report descriptions

Once the options have been specified, press ENTER. The system will validate the entries
made. Any errors will be highlighted in red and a message will be displayed at the bottom
of the screen. If no errors exist, the report finder results will be displayed.

F9 is available to print a list of the reports, based upon the keyword or subject and
Excel/Electronic file options.
_____
                       * Report Finder Results *
                               Payroll

Fnc	System	Function Name	Fkey Path
1	Payroll	Prelm Bal Sheets (Loc/Class)	F1-2
2	Payroll	Prelm Bal Sheets (Class/Loc)	F1-3
3	Payroll	Prelm Bal Sheets (Objct/Loc)	F1-4
4	Payroll	Prelm Bal Sheets (Name/Loc)	F1-5
5	Payroll	Print Attend Rgstr (No Time)	F1-6
6	Payroll	Print Attend Rgstr (w/Time)	F1-7
7	Payroll	Print Earnings Forecast	F1-9
8	Payroll	Print Time Cards	F1-10
9	Payroll	Print Earnings Detail/Fringe	F2-12-3
10	Payroll	Print Garnishment History	F2-12-4
11	Payroll	Print Pension History	F2-12-5
12	Payroll	Print Leave Taken History	F2-12-6
13	Payroll	Print Wage Adjustments	F2-12-8
14	Payroll	Prt Employee Contributions *	F2-12-10
15	Payroll	Print Pay Adjustments	F2-12-11

ENTER=More Reports, F24=Help, F16=Exit_____

This screen displays the results of the report finder search. Refer to the following
field descriptions below.

Fnc:
   This column displays the function key that can be pressed or clicked to display
   the details for the report specified to its right.

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2. Report Finder (Continued):

System:
   This column indicates the system in which the report is located.

Function Name:
   This column indicates the function name on the menu where the report is
   located.

Fkey Path:
   This column indicates the functions keys, within the system, that would be
   used to run the specified report.

To view a description of the report, simply press the function key located to
the left of the system. A secondary screen will be displayed with the report
description.

_____
                      * Report Finder Results *

            System   Function Name   Fkey Path
  Payroll   Prelm Bal Sheets (Loc/Class)   F1-2

   Generates a report identified as Payroll Balance *** Preliminary -
   Location Within Class. This lists the pay location, employee #,
   class, name, pay type code, rate of pay, regular hours/days,
   overtime hours/days, regular amount, overtime amount, overtime
   rate and account #.

      Excel Option: N   Electronic File: N

ENTER=Prior, F24=Help, F16=Exit_____

_____

This screen shows the specific report selected. Again you will see the system
where the report is located, the function name used to run the report and the
function keys needed to execute the report.

The center area of the screen describes the report indicating the fields of
information that appear on the report.

At the bottom of the screen there are two indicators. The first one indicates if
the reporting option generates an Excel file of the data on the report. A 'Y' to
the right indicates 'Yes'. An 'N' to the right indicates 'No'. The second one
indicates if the reporting option generates an electronic file. When an electronic
file is generated, it is based upon a predefined record layout. For example, W2's
require an electronic file be created for submission to the Federal government. A
'Y' to the right indicates 'Yes'. An 'N' to the right indicate 'No'.

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3.   Preparing Health Benefits for W2's:

Due to the recent changes for the 2012 W2's, it is now required that the cost of health benefits be reported on each employee's W2. This amount must be reported in Box 12 and coded with 'DD'.

For sites that currently pay their health benefits using the Employee Benefit System, there is no additional preparation to do. For sites that do not, you must perform the following.

   a.   Define a health benefit code in F13-7-7 for each health care benefit you
         offer, single, family, etc.

   b.   Enroll all employees that participate in the corporation's health plan in
         F13-19.

   c.   Mass update the employer's YTD benefit amount in F14-13.

         After running this process, if the message '* NO BENEFIT UPDATED *' appears
         to the right of any employee on the report that gets generated, it means one
         of the following occurred:

         1. The employee was hired in December of the tax year which means no
               premiums apply for the employee.

         2. The employee earned some wages in the tax year but did not meet the
               criteria specified on the screen (i.e., the employee is not in the
               deduction and/or company # specified).

         This process allows for adding benefit YTD amounts, replacing benefit YTD
         amounts or zeroing out the employer YTD amounts. This can be used by sites
         that do not currently manage healthcare benefits on the system. It allows
         for recording the employer's YTD premium amount for healthcare costs which
         must be reported on W-2's beginning tax year 2012. This process only affects
         individual benefit screens in F13-1.

         All new hires or rehires for the year being updated will be updated with a
         prorated benefit amount based upon the month they were hired. For example,
         if an employee was hired prior to the current year, 100% of the YTD amount
         specified will be updated in the employee's benefit record. If an employee
         was hired in May of the year, the system will compute a factor of 12 - 5
         (5 = May) which equals 7. Then will divide the YTD amount by 12 and multiply
         it by the factor of 7. That will be the new hires YTD amount.

   d.   Review and modify, as necessary, the employer's YTD benefit amounts in
         F13-19 then F9, Benefit YTD Amounts.

         FOR SITES THAT WILL BE USING THE EMPLOYER YTD AMOUNT IN F13-1 FOR EACH
         EMPLOYEE, DO NOT RESET YTD BENEFITS TO ZERO (IN F13-5-22) UNTIL AFTER
              SUCCESSFUL SUBMISSION OF YOUR W2 ELECTRONIC FILES TO THE
                       STATE AND FEDERAL GOVERNMENTS!

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4.   Form 100-R (State of Indiana Only):

Beginning with the January 2013 submission of the Form 100-R, all files must be submitted through the Indiana Gateway. When running the Form 100-R in Payroll (F5-5), you will now be initially asked for the year of submission. The response will direct the system to either run the 2012 and older version or the 2013 and newer version. Once the submission year has been specified, the following screen will be displayed.

_____

                    * *   Print Form 100-R   * *

   This State prescribed report generates a list of persons employed the
 prior year. An electronic file will be generated for upload to Gateway.

                Indicate the date range of earnings to include:
                          __ __ __ thru __ __ __

                          Indicate date to compare: <u>P</u> (C=Check, P=Pay)

   Description to use for position, duties or title: <u>J</u> (J=Job, C=Class)

 Work location addresses must be setup in F8-21-12 before completing this

<u>ENTER=Validate, F24=Help, F16=Exit</u>_____

Prior to doing this process, you must first enter each work location's address in the Directory Menu, F8-21-12. This must be done even if you are not going to use the directory. This is the only place that a work location's address can be recorded. If no work location address is found, then the corporation's address will be used.

This State prescribed report generates a list of persons employed the year PRIOR to the submission year. An electronic file will also be created for uploading to the Indiana Gateway. To do this, the following data entry requirements must be followed.

Indicate the date range of earnings to include:
   This field allows for indicates the prior year of earnings to be included. No
   earnings for disability, 3rd party sick pay or uncollected FICA/Medicare will be
  included in the total wages (history types 'D', 'S' and 'U').

Indicate date to compare:
   This field allows for indicating which date to compare to in history. Valid entries
  are:
      C = Check date
      P = Pay date

Description to use for position, duties or title:

   This field allows for indicating which field to use to determine the title to appear
  on the Form 100R. Valid entries are:
      C = Pay class description
      J = Job code description

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4.   Form 100-R (State of Indiana Only) (Continued):

Once the selection criteria has been filled in, press ENTER. The system will validate the
information entered. Any errors will be highlighted in red and a message will be
displayed at the bottom of the screen. If no errors exist, press ENTER to continue and
the report & file will be generated. The following screen will be displayed upon
completion.
_____

* Form 100-R *

  The Form 100-R reporting process is now complete. An electronic file
     has been generated which must be uploaded to the Gateway website.

                    File Name: GATER100
                      Library: PAYDATA

                    Record Size: Variable
                     Total Rows: 1,331

                    Total Wages: 7,368,387.04

       (Transfer GATER100 to your PC as a .csv file named gateway100R.CSV)

ENTER=Acknowledge & Exit, F16=Acknowledge & Exit

The file created, called GATER100, must be transferred to a PC as a .csv file and must be
named gateway100R.CSV (Upper and lower cse as indicated). To display this file before
transferring, use F5-22-10. A sample of the file is below.

Year	Last	First	Middle	Dept
2012	DOE	NANCY		MIDDLE SCHOOL
2012	DOE	JANE	J	HIGH SCHOOL
2012	DOE	ROBERT	M	HIGH SCHOOL
2012	DOE	JANE	M	MIDDLE SCHOOL
2012	DOE	JANE	E	BUS TERMINAL
2012	DOE	MARY		CENTRAL OFFICE
2012	DOE	MARY	L	BUS TERMINAL
2012	DOE	MARY		CENTRAL OFFICE
2012	DOE	PATTI	G	ELEMENTARY SCHOOL
2012	DOE	PAMELA		CENTRAL OFFICE
2012	DOE	PATTI		CENTRAL OFFICE

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5.   Miscellaneous Items:

Following is a list of miscellaneous items changed during the 4th quarter of 2012.

a)   Leave history, per employee, has been expanded from maintaining from 1-12 paid leaves and 1-12 non-paid leaves (leave of absences) to 102 paid leaves and 102 non-paid leaves (leave of absences).

b)   Year-End Instructions have now been added as F24 on the Payroll System Master Menu.

c)   The ability now exists for setting up user-defined dates, questions and codes for use in Payroll foe each employee in Display/Update Personnel (F2-2). Up to 10 dates can be defined, up to 10 questions can be defined and up to 10 codes can be defined. A report can be generated in F8-10. These fields can be maintained in mass through DBMS User-Defined Menu (F2-18-5, F2=18-6 and F2-18-7).

d)   The ability now exists to maintain the federal/state requirements regarding employees with foreign addresses. You can define the reporting requirements for foreign addresses in F5-22-12.

e)   The ability now exists to define type 'T' records for leave & termination reasons as 'T' for termination and 'L' for leave (F9-1 in Payroll). Then when entries are made and reports are run the system will better verify the accuracy of the codes being entered or requested.

f)   For Schools Only: A new contract formula of 17 has been added that allows for computing contracts based upon a base contract amount plus an optional flat amount increase or percent of base increase.

Reminder:

When using the RDS iSeries application software, please do not 'X' out of the system. Instead, use F16 to back out of the software and then signoff.