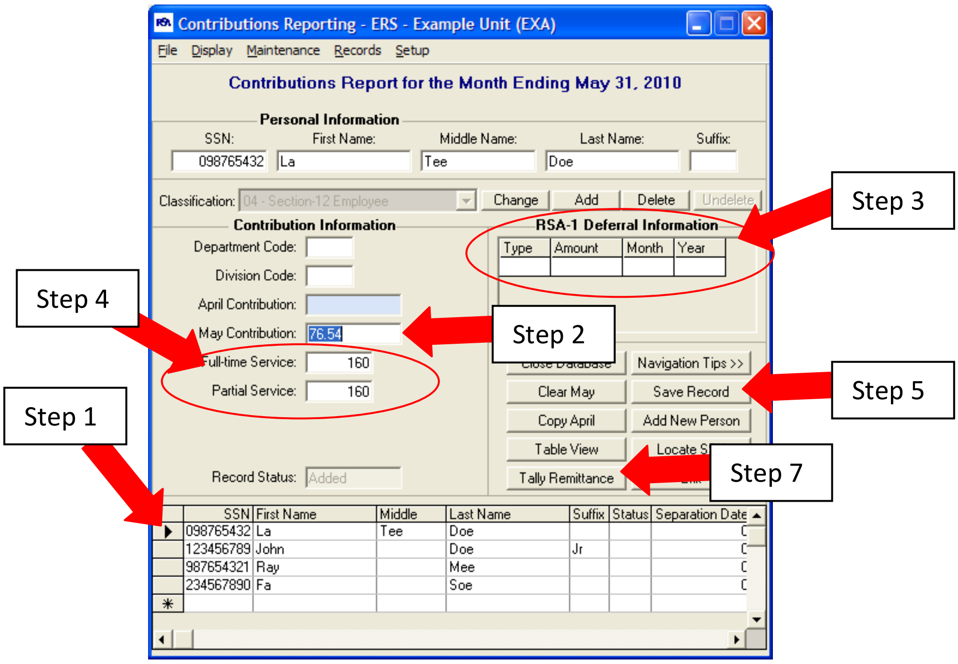
Using the CRA Program

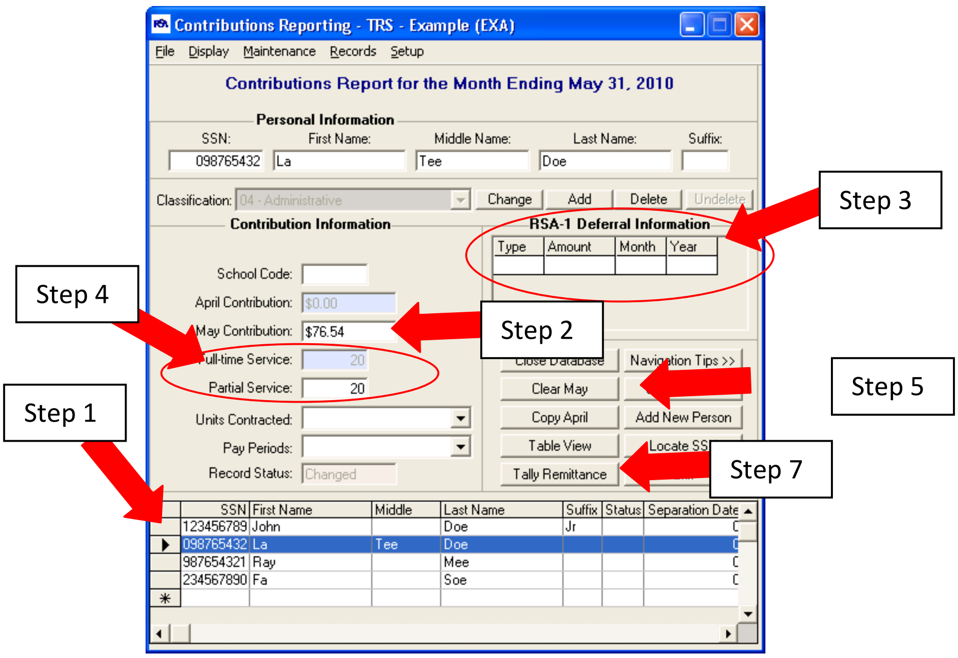
Entering Your Monthly Contributions

When you open the program, you should come to a screen like the one below. This is the screen that you will be entering employee retirement contributions and making any changes that you might need to regarding your employees' information. Directions on changing employee information can be found in the "Employee Information Changes" section. For greater readability and ease of use, the written directions start on the next page.

ERS



TRS



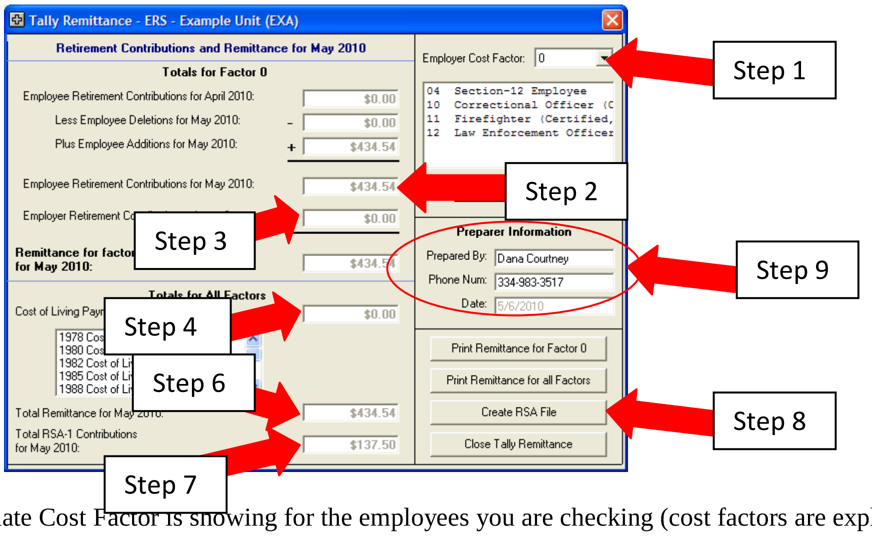
(Written directions on next page)

Entering Your Monthly Contributions (Written Directions)

1. Click the small box at the bottom left side of the window next to the name of the employee you want to enter an amount for.
2. If you have ERS or TRS contributions, **enter the amount that was taken out of the employee's check for retirement** in the box labeled "(Current entry month) Contribution:". In the example above, the box is labeled "May Contribution:" because the program is set to enter for May.
3. If you have RSA-1 Deferral Contributions, **enter a capitol "RB" in the "Type"** box. Next enter the employee's RSA-1 contribution in the "Amount" box. When you click into the "Month" box both it and the "Year" box will fill in automatically.
4. **Enter the number of hours that a full time employee would have worked for the month** (usually 160 for 4 40 hour weeks) in the "Full-time Service" box. Next **enter the number of hours that the employee worked in the** month you are reporting for in the "Partial Service" box. This number is usually equal to the "Full-time Service" box for full time employees and ½ that number for part time employees. Entering anything over the "Full-time Service" amount will still be valid but the employee **will not get any extra credit** toward their retirement beyond normal full-time service.
5. Now that you have entered all of the employee's retirement contributions, click the "**Save Record**" button.
6. Repeat steps 1 through 6 for each employee you need to enter a contribution for.
7. Once you have entered all of your employees' contributions click the "**Tally Remittance**" button.

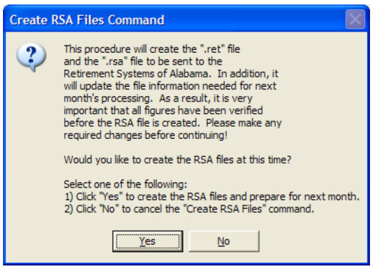
Printing Reports and creating the electronic file

When you click the "Tally Remittance" button, you should come to a new screen similar to the one below. This is where you will check your retirement totals as well as print the retirement report and create the RET file that your send to the retirement systems. Steps 1 through 6 will guide you through checking the amounts calculated by the program. **If you don't want to check the amounts, skip to step 8**.



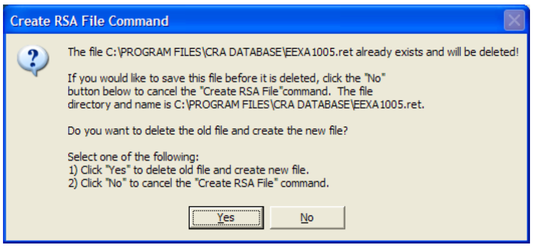
1. Make sure that the appropriate Cost Factor is showing for the employees you are checking (cost factors are explained in the "**Change your Employer Cost Factors**" section). The higher of the amounts that show up in the drop down is usually the cost factor for 5% employees (most state employees). The lower of the amounts shown, but not 0, is usually the cost factor for 6% employees (mostly certified firefighters, law enforcement and correctional officers). If you only have one factor or a decimal number and a 0 when you click the drop down, then you likely only have 5% employees. If the number in the "**Employer Cost Factor:**" box is not the cost factor for the group of employees you are checking, click the down arrow and select the correct cost factor. **You have to hit the Enter key on your keyboard for the changes to take effect.** **NOTE: If the only option you have in the drop down box is 0, call the service desk as your cost factor will need to be set.**
2. Check the amount in the box labeled "**Employee Retirement Contributions**" for the current month. The image above shows May 2010 since that is the month and year that the program was set to report for. Your program will show whatever month it is set to. The number in this blank is the total of all of your employees' contributions and should match exactly what you get if you add all of their contributions together on a calculator.
3. Check the amount in the "**Employer Retirement Contribution at factor**…:". This amount should be within a few cents of what you get if you multiply the employee contributions from step 2 by the cost factor from step 1. **There may be a few cents worth of difference between what your calculator shows and what the CRA Program shows due to differences in rounding**. Usually the difference is no more than 2-3 cents unless you have a very high employee contribution.
4. Check the amount shown in the box labeled "**Remittance for factor…for**" the current month. This amount should be within a few cents of what you get if you add your employee contributions from step 2 and your employer contributions from step 3 together. Make a note of this total for step 6. The image above shows a factor of 0 and a month of May 2010 since that is what the program in the example is set for. If your calculated amount from step 3 was slightly different from what your calculator showed, this amount will be different by the same amount.
5. Repeat steps 1 through 4 for each cost factor group you have members in.
6. Check the amount in the "Total Remittance for" the current month box. This amount can be found by adding the total contribution amounts you calculated in step 4. Once again the amount shown in the CRA Program may be different from what you calculated by a few cents. This is the amount to write your TRS or ERS retirement check for.
7. Check the amount in the box labeled "Total RSA-1 Contributions". This is a total of all employees' RSA-1 contributions.
8. Click the button labeled "Create RSA File" to start the process of printing your report and creating the RET file.

9. When you click the “Create RSA File” button you should come to a screen like the one below.
NOTE: If you receive an error about “Preparer Information” you will need to fill in the information in the “Prepared by:” and “Phone Num:” blanks as seen in the previous image before you can continue.

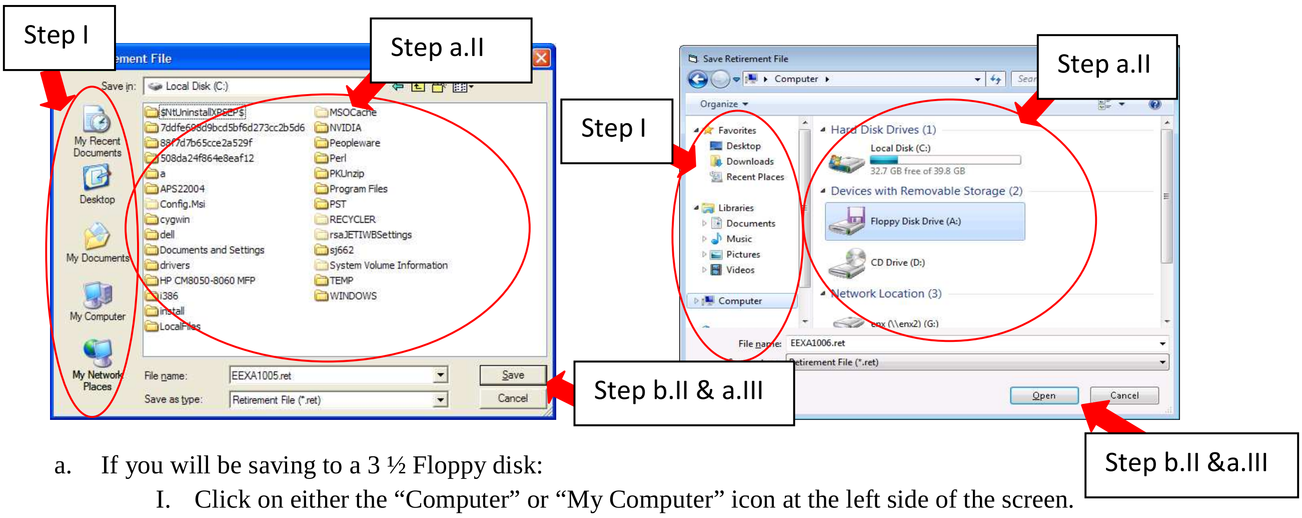


Click “Yes” to continue the process of creating the print out and retirement file. This is the point that your program will be set to open next month’s data the next time you open CRA so **make sure you don’t need to make any corrections before continuing**.

10. **If you previously went through the “Create RSA File” process for the currently selected month you may get 1 or 2 more Yes/No prompts warning that a file already exists** and will be deleted similar to the one below. Click “Yes” on any of the prompts that you might get to continue.

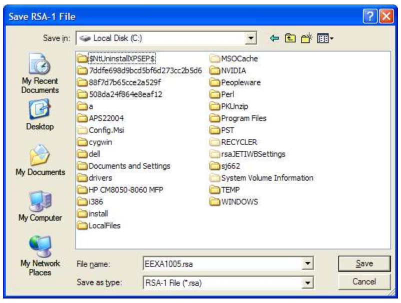


11. You should now come to a save screen for the RET file if you had any regular TRS or ERS retirement contributions.

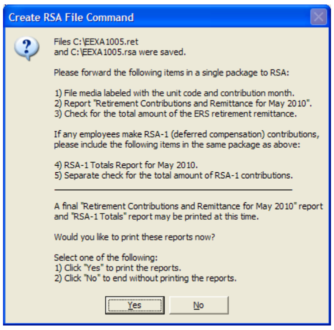


a. If you will be saving to a 3 ½ Floppy disk:
   I. Click on either the “Computer” or “My Computer” icon at the left side of the screen.
   II. In the main screen Double-click the “Floppy Drive (A:)” (the name may vary slightly)
   III. Click “Save” or “Open”
b. If you will be saving to a CD or uploading your file to the RSA website (you are welcome to save the document anywhere that you can find it again but for simplicity this document will direct you to save it to your desktop.)
   I. Click the “Desktop” icon in the box on the left side.
   II. Click either the “Save” or “Open”

12. If you have any RSA-1 contributions for the month you will see another save screen almost identical to the first. Follow the same procedure you used in either 11a or 11b.



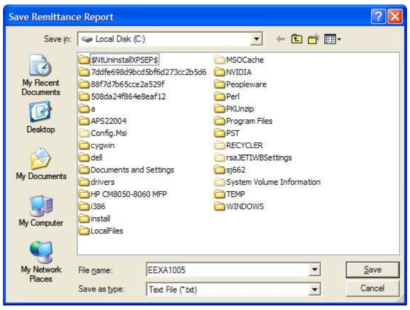
13. Once you have saved your retirement files, a screen like the one below should come up letting you know that the files were saved, explaining what needs to be sent and prompting you to print the report.



Click the "Yes" button and print a copy of the retirement report to send with your check.

14. Next you will see a screen prompting you to save the reports you just printed. You can save this file anywhere you like if you want to but you do not need to send it to the retirement systems. You are welcome to save it for your own records though.

If you want to save the report, click "Yes." You will get a save dialogue allowing you to save the file wherever you want. Otherwise, Click the "No" button to continue back to the "Tally Remittance" screen.

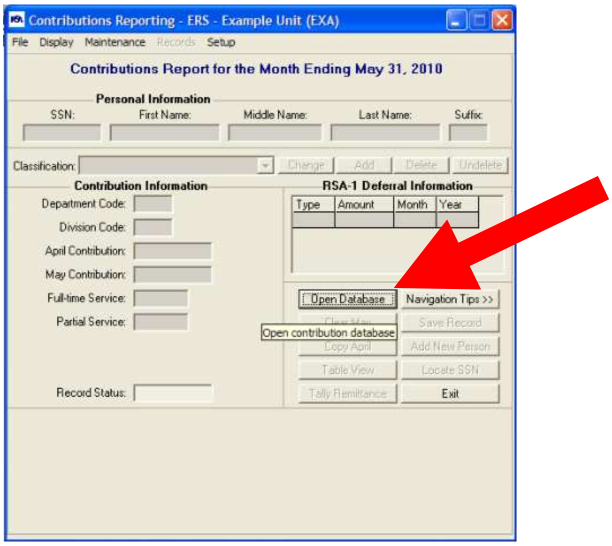


15. Close the "Tally Remittance" screen and then the main entry screen.
16. Your next step will depend on what you did for step 11.
    a. If you went through step 11a and saved your file to a floppy disk you are finished and should be ready to mail in your disk, report and check.
    b. If you used step 11b and plan to send your file to the reporting website, you can pick up the "CRA File Upload Instructions" document from here. If you followed the exact directions, the CRA files referred to in that document should be on your **desktop**. You can safely delete the RET or RSA files once you have **finished** the upload process.
    c. If you are filing to a CD, use the "CRA Reporting to CD" document starting at step 10 to continue through the process of getting your files onto a CD.

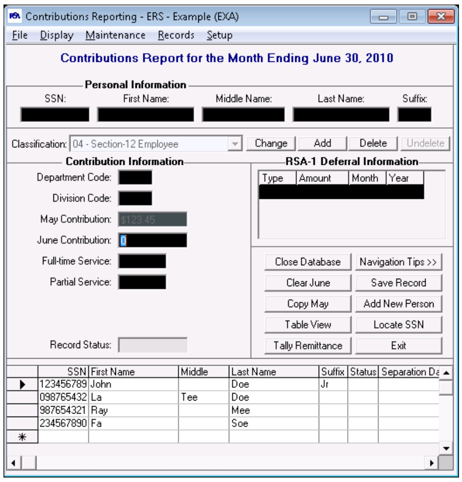
Trouble Viewing Information When First Opening CRA

There are 2 problems that many people have when they first open the program.

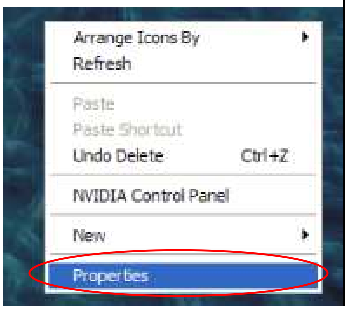
1. The most common problem is that all but the “Open Database” button is grayed out. Simply click the “Open Database” button to get your retirement information to show up.

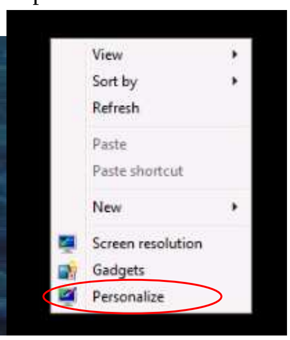


2. If you have a newer computer or recently changed the theme on your computer, the blanks on the CRA program may all be blacked out like in the image below.



When this happens you will need to get everything off your screen up to the point where you can see at least part of your **background picture**. Next you need to right-click on any area of your background picture that **doesn’t have an icon** and select the bottom option. The name of that option will either be “Properties” or “Personalize”.



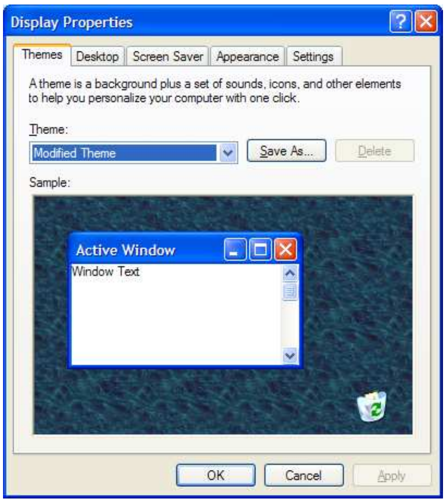


(Continued)

Trouble Viewing Information When First Opening CRA (Continued)

Windows XP

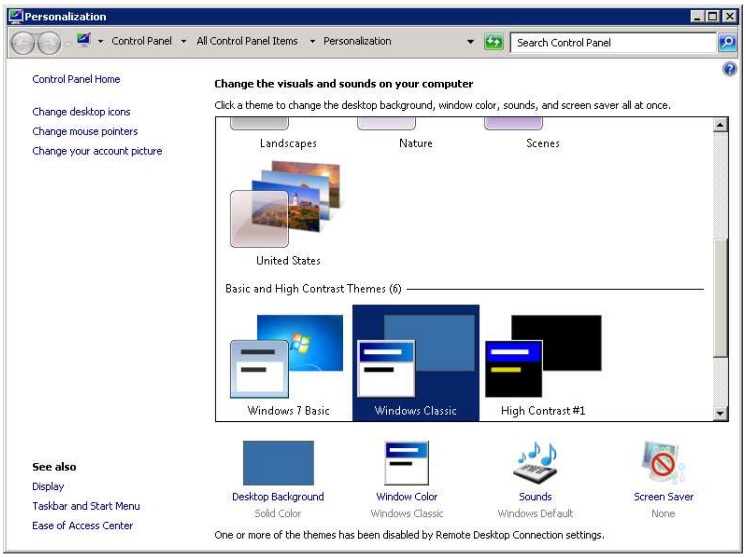
If you are running Windows XP, you will come to a screen similar to the one below.



At this screen, select "**Windows Classic**" from the drop-down box and click the "OK" button. Your screen will turn gray for a moment and then show your new settings. Go back into you CRA Program. Everything should now be visible.

Windows Vista/Windows 7

If you are using Vista, you may come to a screen where you will need to select "Settings and Themes." Once you have selected that option, you will come to a screen similar to the one below. If you have Windows 7, you will be brought directly to this screen after selecting Personalize at your background image.

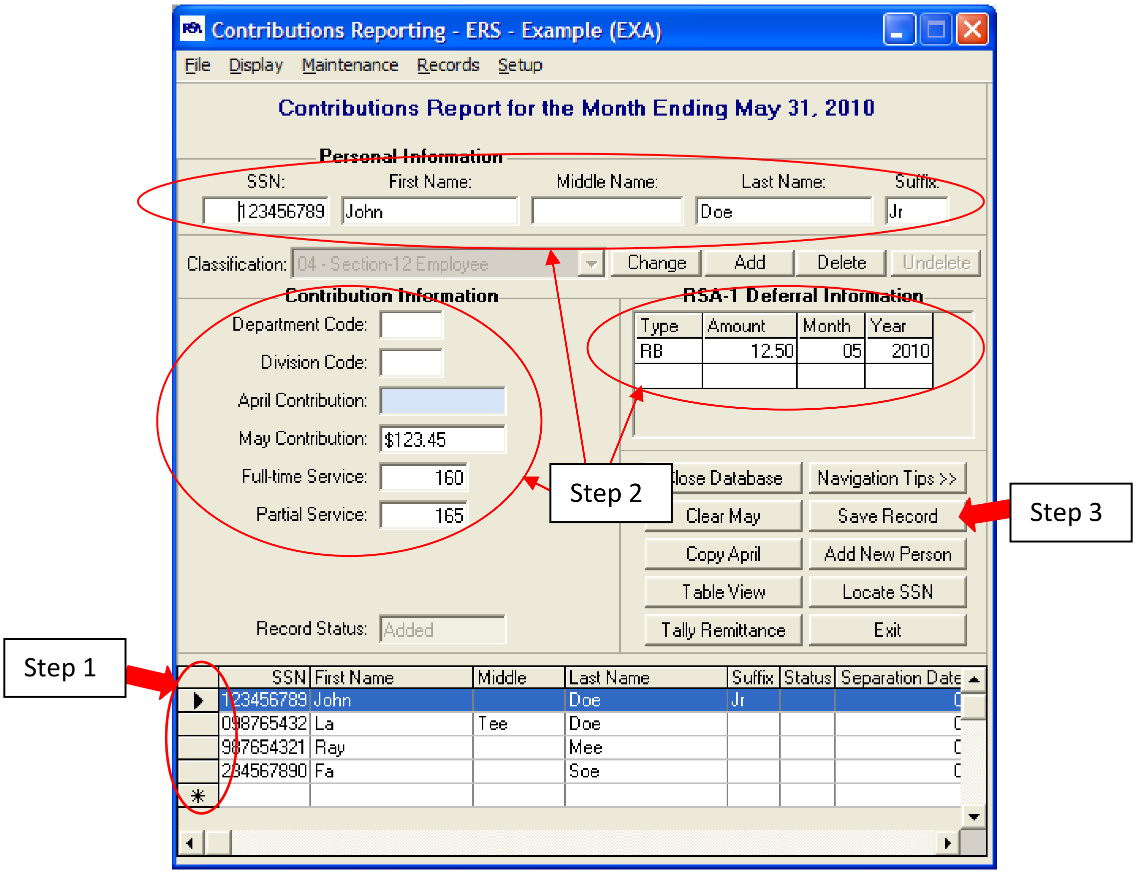


You need to scroll the large box at the center of the screen down until you find the theme labeled "**Windows Classic**." Select that theme. Your screen will momentarily turn gray. Once the screen returns to color, close the box and go back into the CRA Program.

Employee Information Changes

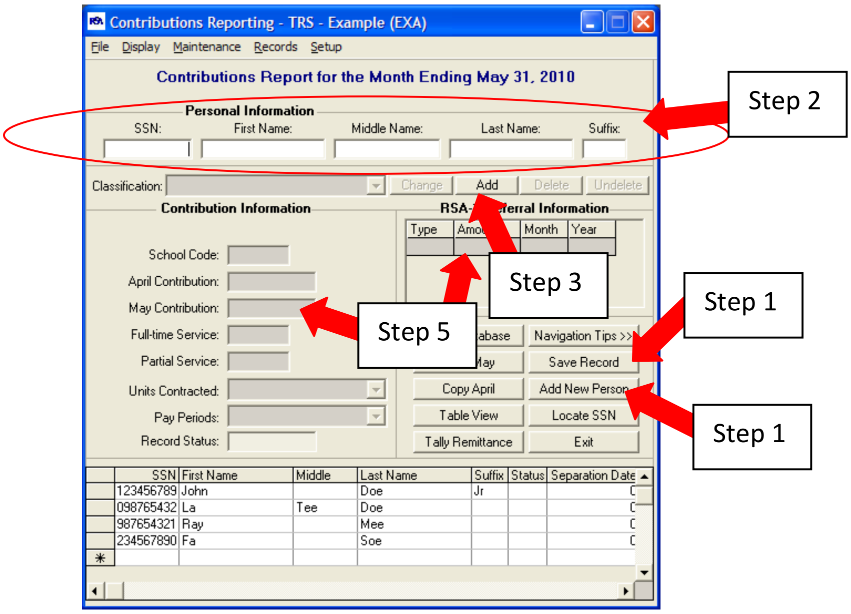
Name, SSN, and Contribution Changes

These changes tend to be very simple to make.

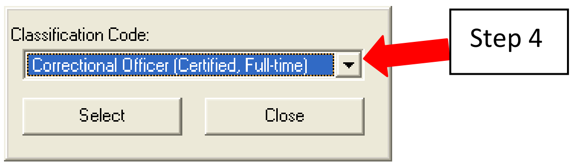


1. In the selection box at the bottom of the screen, click the small gray box to the left of the person’s name you want to edit.
2. Click into the box for what you want to edit at the top of the screen.
3. Make sure that you have some contribution amount entered for the person and click “**Save Record**”.

Entering a New Employee

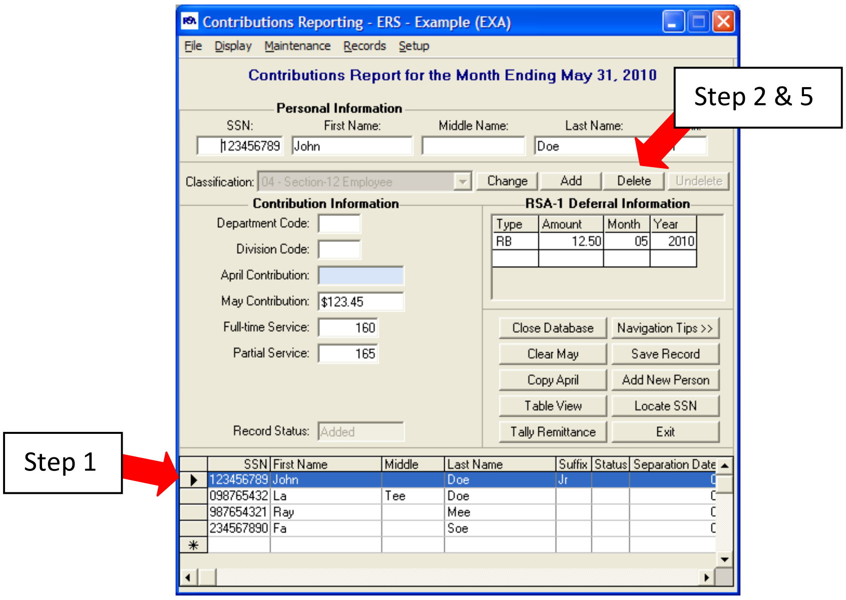


1. **Click the "Add New Person" button**.
2. Enter the new employee's information in the **blanked out** "Personal Information" boxes.
   NOTE: If the "Personal Information" boxes still contain data, repeat step 1.
3. Once the employees personal details have been entered you may notice that the **"Contribution Information" and RSA-1 Deferral Information" sections are grayed out**. This is because the employee has no classification. **Click the "Add" button** under the "Last Name:" box.
4. In the box that opens, select the employee's classification and click the "Select" button.
5. You should be back at the main contribution entry screen like the one above but now the **"Contribution Information" and "RSA-1 Referral Information" will be available for entry**. **Enter a contribution for the employee now or you will not be able to continue through the next step**.
6. Once you have the employee's contributions entered, click the "**Save Record**" button.
   NOTE: If you didn't enter a contribution for the employee, you will receive an error and will not be able to continue until a contribution amount is entered.
7. The employee should now show up in your list at the bottom and you can now continue filing your other employees' retirement as usual.



Deleting an Employee

Employees' with 0 contributions can cause your totals to be off. If you have an **employee on extended leave**, you need to put that employee into **deleted status**. If you have an employee who was terminated, retired or quit and **will likely not be coming back**, that employee needs to be **permanently removed from the database**.



1. **Select the employee's name** in the list at the bottom by clicking the gray box at the left.
2. Click the "**Delete**" button
3. In the "Separation Date" message (Figure 11.2) click the "**No**" button.
4. The employee should show up with a "**D**" in the **status column** by his name like in figure 11.3. **If the employee is simply on leave and may be coming back, stop here**. If you need to permanently remove this person, continue to step 5.
5. Click the "**Delete**" button again
6. **You will get a warning message asking if you want to permanently remove this employee** like in figure 11.4. Click the "Yes" button.
7. **The person should no longer show up in your employee list**. You can continue to enter your other employees' contributions.

Figure 11.2

Figure 11.3

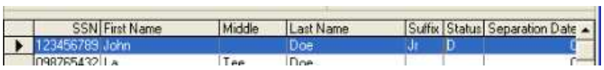
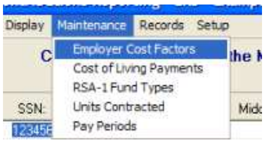


Figure 11.4

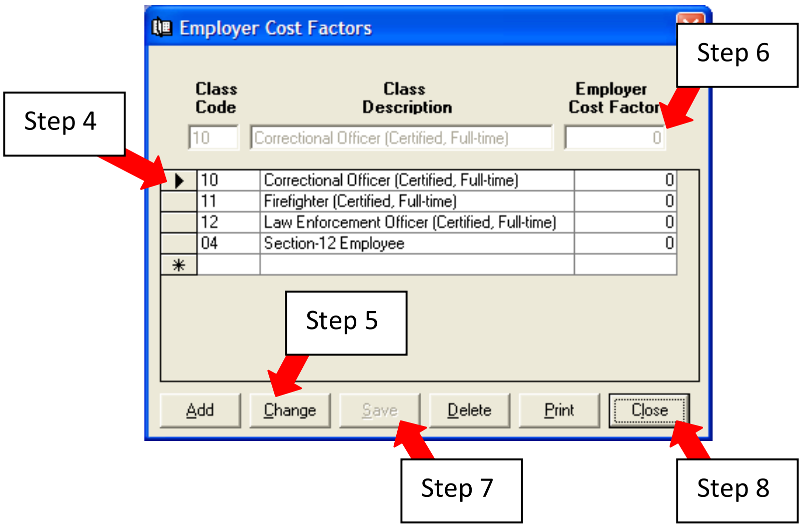
Changing the Currently Selected Month

1. At the main contribution entry screen click the "Setup" menu at the top of the screen
2. Click on "**Select First Payroll Month**"
3. You will get an error message letting you know that the application will close when you change the month. Click "OK" on the message.
4. At the Setup screen change the month in the highlighted drop-down menu to the month you want to edit.
5. Click "OK" at the bottom of the screen and **the program will close**.
6. Reopen the CRA Program and continue your work in the month you just selected.

Changing your Employer Cost Factors



1. At the main contribution entry screen, click on the "**Maintenance**" menu at the top of your screen.
   NOTE: The database must be open and your employee information visible for the options under Maintenance to be available.
2. Select the "Employer Cost Factors" option
3. A menu like the one below will open



4. Select the classification you would like to edit the cost factor for by clicking the gray box to the left of it. **Firefighters, Correctional Officers and Law Enforcement should be the only classifications to use the 6% cost factor (the lower value)**
5. **Click "Change"**
6. Enter the new cost factor in the "Employer Cost Factor" blank **at the top of the screen**.
7. **Click "Save"**
8. Repeat steps 4-8 for any other classifications you need to change and click "Close" when you're finished.