



HARRIS
School Solutions

NextGen
RSA
Reporting
USER GUIDE

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Overview

Retirement Systems of Alabama (RSA) chose the Deloitte Pension Administration System (DPAS) to replace many of their outdated legacy computer systems. This system provides an Employer Self-Service Web Portal that will be used by the districts to manage member enrollments and submit contribution reports. These files will contain 18 new data elements that will allow for the collection of more thorough and accurate data. The DPAS system has strict edits that will cause a file to be rejected when the codes are not accurate. Therefore, the setup of the new codes is a critical task that will likely require a significant amount of time for analysis and data entry.

This document will walk you through setting up information and generating the files required by the new RSA reporting specifications. The districts will be responsible for uploading two files:

- NEW! The Enrollment File will enable new employees to be enrolled electronically, as well as, communicating name, address and status changes for existing employees. All employees (who are not substitutes) must be reported on this file whether they are eligible to contribute or not. This file can be submitted as frequently as daily.
- The Contribution File will replace the existing upload files for retirement wages and contributions. The new file format includes fields for both TRS and RSA-1 Contributions. All employees (who are not substitutes) must be reported on this file whether they were paid during the reporting period or not.

Please contact RSA for any questions related to RSA rules and policies:

DPAS_4C@rsa-al.gov

New RSA Data Elements in NextGen

Employee Master

- LOA Status Effective Date
- LOA Status Reason
- Retirement Tier

Employee Job Record

- Contribution Group
- Position Status
- Enrollment Begin Date
- Enrollment End Date
- Enrollment End Reason
- Scheduled Units Effective Date
- Scheduled Units Per Week
- Type of Rate of Pay
- Use Enrollment Job No

Employee Type Master

- Build RSA Enrollment Record
- Contribution Group
- Position Status
- Work Schedule Code
- Type of Rate of Pay
- Type of Units Worked
- FT Units Per Week
- Active Flag
- Payment Reason
- Annual Units to Work

Termination Code

- State Termination Code (used for Enrollment End Reason)

Work Schedule Code and Units

- Work Schedule Code
- Work Schedule Year
- Work Units Per Month/Pay Period

Enrollment End Reason

Verify that your state termination codes are up to date and accurate. This information is defined on Payroll Code Maintenance II, tab 1 in the State Termination Code field. **Note:** NextGen Termination Codes may vary by district. When an employee is terminated, the system will automatically set the RSA Enrollment End Date to equal the Termination Date and the RSA Enrollment End Reason to equal the State Termination code of the Employee Termination code.

Valid Codes:

| Reason | Description |
|--------|------------------------------|
| 00 | Change in Contribution Group |
| 01 | Retirement |
| 02 | Death |
| 03 | Change in Position Status |
| 04 | Transfer |
| 05 | Hired in Error |
| 06 | Voluntary Termination |
| 07 | Involuntary Termination |
| 08 | Gross Misconduct |

Payroll>PR Setup>Payroll Code Maintenance II, Tab 1 – Termination (PR/PDC2)

PR/PDC2: Payroll Code Maintenance II (v3.04)

9. Hourly/Daily Code 10. Work Sched Code 11. Work Sched Days

5. Contract Month Code 6. Fringe Benefit Type 7. Input Pay Type 8. Adjustment Code

1. Termination Code 2. Pay Period Code 3. Summer Pay Flag 4. Position Tenure Code

Termination Code: D

Termination Code Description: Deceased

State Termination Code: 02

Deceased Termination Code

Active

Change Mode: Enter the Key Word for the Record to be Changed

Work Schedules

You must define a work schedule for each unique set of 'Actual Employee Work Units Per Pay Period'. To do this, you will need set up Work Schedule Codes and then define how many units the employee with the work schedule will be expected to work each period in the year. The work schedule codes are then tied to employee types in Employee Type Maintenance (PR/ETPM).

Work Schedule Codes

A few commonly used codes have been pre-loaded for your convenience. These codes may be used and/or you may set up new ones.

Payroll>PR Setup>Payroll Code Maintenance II – Tab 10 Work Sched Code (PR/PDC2)

To Add New Work Schedule Codes:

1. Click on the **Add** button.
2. Enter a unique **Work Schedule Code**.
3. Enter a **Work Schedule Description**.
4. Click on the **Save** button.

Work Schedule Units

For each Work Schedule Code defined on Tab 10, you must identify the 'Actual Employee Work Units Per Pay Period' for the year.

Payroll>PR Setup>Payroll Code Maintenance II – Tab 11 Work Sched Units (PR/PDC2)

1. Click on the **Add** button.
2. Enter the **Year**. For example, 2018 will represent July 2017 through June 2018.
3. Select a Work Schedule code from the **Work Sched** drop down. These codes should populate from the codes defined on Tab 10. If the code has been created on Tab 10 but you do not see it in the drop-down you may type it in.
4. For each month in the year, enter the number of units an employee working on this work schedule would be expected to work.
5. Click on the **Save** button.
6. Repeat these steps for each Work Schedule Code that has been defined.

Note: If you would like to print out a copy of the Work Schedules defined you may do so by running the **Payroll Validation Code Report** (PR Setup>PR Parameter Reports>PR/PVCR) with the Work Schedule Days option selected.

Employee Type Maintenance

- The new RSA fields on this transaction can be populated in mass by employee type by using the Mass Change Employee Type transaction (PR/USPF). See page 12.
- Only Employee Types that should produce a record in the Enrollment file need to have the **Build RSA Enroll Record** flag selected. If this flag is selected please make sure that the other RSA fields are complete and accurate.
- Payment Reasons should be defined for all Employee Types.
- You may need to add new Employee Types if more than one Contribution Group, Position Status, etc. applies to employees that currently share an existing Employee Type.
- Support workers (Contribution Groups 015, 016, 017, 019 and 020) should always have Type of Units Worked defined as **02 (Hours)**.
- Bus Drivers should always have Type of Units Worked defined as **01 (Shifts)**.
- The Type of Rate of Pay should be 03 – Yearly if:
 - Payment Reason = 00 and Summer Position is unchecked
 - or-
 - Payment Reason = 03
- There is now a flag available to designate an Employee Type as active or inactive. To inactivate an employee type, select the **Change** button, un-check the **Active Empl Type** flag and click on the **Save** button. Inactive Employee Types will no longer show up in Employee Type lists on reports and will not be available to be assigned to employees in Employee Maintenance.
- The field Annual Units to Work should contain the number of units (days, hours, shifts) the employee is expected to work each year.
- You should review all existing settings on active employee types, especially the contract days, job types and work hours per day. To review Employee Type settings you may run the Employee Type Report (PR/ETPR).

Payment Reason

Payment Reasons are used to explain fluctuations in wages. Regular pay includes straight time pay, shift differential pay, call-back pay, vacation, sick leave (not paid as a lump sum), and other related pensionable compensation made to an employee. Regular pay does not include Lump Sum/Longevity, Overtime, Comp Time, Terminating Vacation, or Terminating Sick Leave paid as a lump sum. These items should be submitted as separate payment reasons in the file.

Each Employee Type must be coded with the appropriate Payment Reason. When an employee is paid on a Job Record, that job's Employee Type provides the Payment Reason for the contribution record. An exception to the rule is overtime. Overtime can be coded to any job and as long as the overtime object code is used it will be reported as a separate record in the contribution file with the overtime payment reason. It is not necessary to have a separate overtime employee type/job.

Note: You can enter a payment reason on an Employee Type even if that Employee Type is not set to build an RSA enrollment record.

Valid Codes:

| Reason | Description |
|--------|------------------------------------|
| 00 | Regular Pay (default) |
| 01 | Pensionable Lump Sum/Longevity |
| 03 | Contract Payoff |
| 04 | National Board Certification |
| 02 | Overtime |
| 98 | Non-Pensionable Lump Sum/Longevity |
| 99 | Other Non-Pensionable Wages |

Payroll>PR Setup>Employee Type Maintenance (PR/ETPM)

Payroll>PR Setup>Employee Type Maintenance (PR/ETPM)

The screenshot shows the '1. Employee Type' tab of the 'PR/ETPM: Employee Type Maintenance (v3.07)' application. The form is divided into several sections. The left section contains fields for Employee Type (TC12), Position Desc (Teacher 12 month), Certified Code (C), Contract Days (240), Work Hrs/Day (8.00), Work Months/Year (12.0), Sub's Units (D), # of Accrual Days (3.00), Leave Units (D), Work Comp Code, Pay Class Code, Work Cgmp Rate (0%), Sick Bank Type, Job Type (P), Ext Sub Days (0), State Supp Type, and ACA OOC Code (1A). The middle section contains checkboxes for 'Use Contract Date Range', 'Rate Code', 'Salaried', 'Daily', 'Hourly', 'Overtime Computation', 'Exempt from Overtime', 'State Based Salary', 'Elig For Sub', 'Board Member', 'Include Job in LEAPS Reporting', 'Update Budget Max', and 'Confirm?'. The right section, highlighted by a red box, contains checkboxes for 'Active Employee Type', 'Exempt Matching Ins', and 'Build RSA Enroll Record', along with dropdown menus for 'Payment Reason' (00), 'RSA Contribution Group' (011), 'RSA Position Status' (01), 'Work Schedule Code' (12MT), 'Type of Rate of Pay' (02), 'Type of Units Worked' (00), 'FT Units Per Week' (5.00), and 'Annual Units to Work' (240).

1. Click on the **Change** button.
2. Select the **Employee Type**.
3. Select the **Build RSA Enroll Record** option if an enrollment record should be created for a job with this employee type.
4. Enter information into the appropriate RSA fields. Payment Reason should be filled out for all employee types, regardless of whether the build option is selected. See appendix for a list of valid codes for each field.
5. Click the **Save** button.

Mass Change Employee Type

Note: You do NOT have to run this transaction if you have updated each employee type individually.

The following RSA codes can be mass assigned to **Employee Types** using the Mass Chg Empl Job/Empl Type (PR/USPF) transaction:

- Contribution Group
- Position Status
- Work Schedule Code
- Type of Rate of Pay
- Type of Units Worked
- Active Flag
- FT Units Per Week

Note: Your transaction may have a different name or be in a different location. From the menu, search for transaction code **USPF**.

Payroll>Miscellaneous Procedures>Miscellaneous PR Maint>Mass Chg Empl Job/Empl Type (PR/USPF)

PR/USPF: Mass Chg Empl Job / Empl Type (v3.12)

Workers Comp Rates Incl Job in LEAPS Rpt
 Contract Dates ACA Offer of Cov Code
 Job Types Contribution Group
 Position Status Work Schedule Code
 Type of Rate of Pay Type of Units Worked
 Active Flag FT Units Per Week
 Contract Days

| Type | Description | Days | Cert |
|--|-------------------|------|------|
| <input type="checkbox"/> SUPP | Supplemental | 187 | N |
| <input type="checkbox"/> SUPR | Superintendent | 240 | C |
| <input checked="" type="checkbox"/> TC10 | Teacher 10 month | 209 | C |
| <input checked="" type="checkbox"/> TC12 | Teacher 12 month | 240 | C |
| <input checked="" type="checkbox"/> TC9 | Teacher 9 month | 189 | C |
| <input type="checkbox"/> TUTR | TUTORS | 189 | C |
| <input type="checkbox"/> VAC | VACATION DAYS ... | 187 | N |

New Contribution Group: Teacher

Enter Selection Criteria, Click Enter(F1) To Execute Query

Note: These steps and screen shots walk you through updating the Contribution Group codes. Each code listed can be updated in the same manner. Only one option can be updated at a time.

1. Select the **Contribution Group** option in the Mass Change Employee Type Options section of the transaction.
2. Select the **Employee Types** that you want to update to the new code.

Employee Type Report

To review Employee Type settings you may run the Employee Type Report.

- All new RSA fields from the Employee Type Maintenance screen are included on the report as well as a count of all active jobs tied to the Employee Type.
- Select the **Grid** Report Destination to view a spreadsheet-like view of the data. Select the **To Report Viewer** Report Destination to see a report view of the data.
- Exclude any Employee Types that have been set to inactive by selecting the **Active Only** flag.

Payroll>PR Setup>PR Parameter Reports>Employee Type Report (PR/ETPR)

| EMPLOYEE TYPE | CERTIFIED CD | WORK HRS/DAY | WORK MTHS/YR | CONTR DAYS | ACCR SICK BANK UPDATE TYPE | BUDGET/CONFIRM | LEAVE UNITS | PAY CLASS CODE | ST EMPL TYPE CD | ACT |
|--|--------------|----------------|--------------|--------------------|----------------------------|------------------------|-------------|-----------------------|-----------------|----------------------|
| 109 - HS HEAD FOOTBALL | C Certified | 0.00 | 0.00 | 189.00 | 0.00 | NO | YES | D | 01 Regular | YES |
| RATE CODE: SALARY WC RATE/CODE: 0.000% / | | | | | | STATE BASED SALARY: NO | | BUILD ENROLL REC: NO | | |
| ELIG FOR SUB: NO BOARD: NO | | JOB TYPE: ? | | SUPP TYPE: ? | | EXEMPT OT: NO | | ACA OOC: ? | | EXTRA SUB DAYS: 0.00 |
| SUMMER: NO UNITS FROM IPAY: NO | | WORK SCH: 09MT | | RATE PAY: 02-MTHLY | | UNITS WORK 00-DAYS | | FT UNITS/SWK: 5.00 | | EMPL TYPE COUNT: 1 |
| 110 - Football Vars. Asst Head Coach N Non-Certified | | 0.00 | 0.00 | 189.00 | 0.00 | NO | YES | D | 01 Regular | YES |
| RATE CODE: SALARY WC RATE/CODE: 0.000% / | | | | | | STATE BASED SALARY: NO | | BUILD ENROLL REC: NO | | |
| ELIG FOR SUB: NO BOARD: NO | | JOB TYPE: ? | | SUPP TYPE: ? | | EXEMPT OT: NO | | ACA OOC: ? | | EXTRA SUB DAYS: 0.00 |
| SUMMER: NO UNITS FROM IPAY: NO | | WORK SCH: 09MT | | RATE PAY: 02-MTHLY | | UNITS WORK 00-DAYS | | FT UNITS/SWK: 5.00 | | EMPL TYPE COUNT: 1 |
| 111 - Football Vars. Asst Coach N Non-Certified | | 0.00 | 0.00 | 189.00 | 0.00 | NO | NO | D | 01 Regular | YES |
| RATE CODE: SALARY WC RATE/CODE: 0.012% / | | | | | | STATE BASED SALARY: NO | | BUILD ENROLL REC: YES | | |
| ELIG FOR SUB: NO BOARD: NO | | JOB TYPE: ? | | SUPP TYPE: ? | | EXEMPT OT: NO | | ACA OOC: ? | | EXTRA SUB DAYS: 0.00 |
| SUMMER: NO UNITS FROM IPAY: NO | | WORK SCH: 09MT | | RATE PAY: 02-MTHLY | | UNITS WORK 00-DAYS | | FT UNITS/SWK: 5.00 | | EMPL TYPE COUNT: 8 |

Mass Change Employee Jobs

The Position Status, Contribution Group, FT Units Per Week and Type of Rate of Pay from the Employee Type can be pushed out to Employee Job Records by running the Mass Change Employee Jobs transaction.

Payroll>Employee Maintenance>Mass Change Employee Jobs (PR/CCDE)

PR/CCDE: Mass Change Employee Jobs (v3.09)

| Employee Types | | |
|-------------------------------------|------------------------------------|------|
| Type | Description | Days |
| <input checked="" type="checkbox"/> | 109 HS HEAD FOOTBALL | 189 |
| <input checked="" type="checkbox"/> | 110 Football Vars. Asst Head Coach | 189 |
| <input checked="" type="checkbox"/> | 111 Football Vars. Asst Coach | 189 |
| <input checked="" type="checkbox"/> | 112 Football-Coordinator | 189 |
| <input checked="" type="checkbox"/> | 113 MS Football Head Coach | 189 |
| <input checked="" type="checkbox"/> | 114 MS Football Asst Coach | 189 |
| <input checked="" type="checkbox"/> | 115 Freshman Football Head Coach | 189 |

| Job Status Codes | |
|-------------------------------------|----------------------|
| Stat | Description |
| <input checked="" type="checkbox"/> | A Active |
| <input type="checkbox"/> | L On Leave |
| <input type="checkbox"/> | P Applicant |
| <input type="checkbox"/> | R Retiree Substitute |
| <input type="checkbox"/> | S Substitute |
| <input type="checkbox"/> | T Terminated |

| Job Types | |
|-------------------------------------|--------------------|
| Type | Description |
| <input type="checkbox"/> | A Additional Job |
| <input checked="" type="checkbox"/> | P Primary Job |
| <input type="checkbox"/> | S Supplemental Job |

Update Hourly/Daily Code
 Update (Reset) Salary Periods
 Update Accrual Days
 Update Hours/Day
 Update Contract Dates
 Include in LEAPS Reporting
 Update Job Type
 Update ACA Offer of Coverage

Employee Job Service Hired Before 09/10/2018
 Include Jobs Terminations After 09/10/2018
 Update Contract Days
 From Employee Type
 From Salary Schedule
 All Only if Less than Emp Type/Sal Sched

RSA Position Status RSA Contribution Group
 Type of Units Worked Type of Rate of Pay
 Scheduled Units Per Week
 Based on Hours Per Day (Hourly Only)
 Based on FT Units Per Week

Enter Selection Criteria, Click Enter(F1) To Generate Report

1. Select the Employee Types to update from.
2. Select the **Job Status Codes** and **Job Types** you wish to update.
3. Select **Position Status, Contribution Group, Type of Units Worked, Type of Rate of Pay** and **Scheduled Units Per Week**. You may also process one option at a time if you wish.

Scheduled Units Per Week options:

- a. Based on Hours Per Day (Hourly Only) – Only available when the Type of Units Worked is ‘Hours’. Uses a calculated value that is the Hours per Day from Employee Type Maintenance multiplied by 5. Use for hourly employees who are in Part Time positions who will NOT be scheduled to work the FT Units Per Week. Ex: If the FT Units on the employee type is 40 but the hours per day is 4 then, the **scheduled** units will populate as 20 (4 hours x 5 days per week).
- b. Based on FT Units Per Week – populates directly from the FT Units in Employee Type Maintenance.

4. Enter a **Hired Before** date and **Employee** or **Job** option. If you have employees that have been entered into payroll with a future hire date you will want to put a future date here to include those employees. Anyone with a hire date (employee or job, depending on the option selected) after this date will not be included in this update.
5. Press the **Enter** button. A list of employees will display along with the 'Old' and 'New' code values for each field selected. A record will display for the employee if any one of the fields selected has a different value on the job versus what is on the employee type. You can de-select any record that you do not want to update by unchecking the check box next to the record. If you would like, you can export the list view to Excel by selecting the **PrtScr** button at the top of the transaction.

| Emp# | Name | Job # | Type | Empl T... | PP | Job Hire | Old Positi... | New Po... | Old FT ... | New FT Unit... | Old | |
|-------------------------------------|------|------------------|------|-----------|------------|----------|---------------|-----------|------------|----------------|-----|-----|
| <input checked="" type="checkbox"/> | 2980 | LAST NAME 192... | 2 | 111 | Footba... | M | 08/07/2013 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2926 | LAST NAME 187... | 2 | 114 | MS Fo... | M | 08/07/2013 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 2620 | LAST NAME 157... | 4 | 210 | Varsity... | M | 07/07/2011 | 01 | 01 | 5 | 5 | 014 |
| <input checked="" type="checkbox"/> | 1561 | LAST NAME 508... | 3 | 211 | Varsity... | M | 08/09/2004 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2738 | LAST NAME 188... | 1 | 211 | Varsity... | M | 02/28/2012 | 01 | 01 | 5 | 5 | 011 |
| <input checked="" type="checkbox"/> | 2915 | LAST NAME 186... | 2 | 211 | Varsity... | M | 02/12/2013 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2916 | LAST NAME 186... | 1 | 314 | Bbl/Sft... | M | 02/27/2013 | 01 | 01 | 5 | 5 | 011 |
| <input checked="" type="checkbox"/> | 2859 | LAST NAME 180... | 2 | 412 | Soccer... | M | 08/07/2013 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 3169 | LAST NAME 211... | 3 | 412 | Soccer... | M | 09/11/2014 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 2154 | LAST NAME 114... | 1 | 414 | MS/As... | M | 02/05/2008 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2154 | LAST NAME 114... | 4 | 416 | HS/MS... | M | 02/05/2008 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2936 | LAST NAME 188... | 4 | 418 | Vrsty V... | M | 05/31/2013 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 2926 | LAST NAME 187... | 3 | 425 | JV/MS ... | M | 08/07/2013 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 1520 | LAST NAME 481... | 2 | 429 | MS Golf | M | 03/29/2006 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 2620 | LAST NAME 157... | 2 | 435 | ATHLE... | M | 07/07/2011 | 01 | 01 | 5 | 5 | 014 |
| <input checked="" type="checkbox"/> | 3359 | LAST NAME 230... | 10 | 435 | ATHLE... | M | 08/03/2016 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 1520 | LAST NAME 481... | 3 | 720 | High/Mi... | M | 08/06/2015 | 01 | 01 | 5 | 5 | 020 |
| <input checked="" type="checkbox"/> | 1446 | LAST NAME 183... | 2 | 732 | Instruc... | M | 04/01/1986 | 01 | 01 | 5 | 5 | 015 |
| <input checked="" type="checkbox"/> | 1544 | LAST NAME 306... | 3 | 732 | Instruc... | M | 07/01/1996 | 01 | 01 | 5 | 5 | 014 |
| <input checked="" type="checkbox"/> | 1733 | LAST NAME 337... | 2 | 732 | Instruc... | M | 10/01/1999 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2087 | LAST NAME 104... | 2 | 732 | Instruc... | M | 08/09/2007 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2154 | LAST NAME 114... | 3 | 732 | Instruc... | M | 02/05/2008 | 01 | 01 | 5 | 5 | 010 |
| <input checked="" type="checkbox"/> | 2381 | LAST NAME 134... | 4 | 732 | Instruc... | M | 07/13/2009 | 01 | 01 | 5 | 5 | 015 |

Select Employee Job Records to Update and Click Save,
or Click Clear to Select Different Criteria

6. Click the **Save** button. Once saved, updated information will display in the Application Center in the RSA Employee Maintenance>RSA Job Maintenance screen.

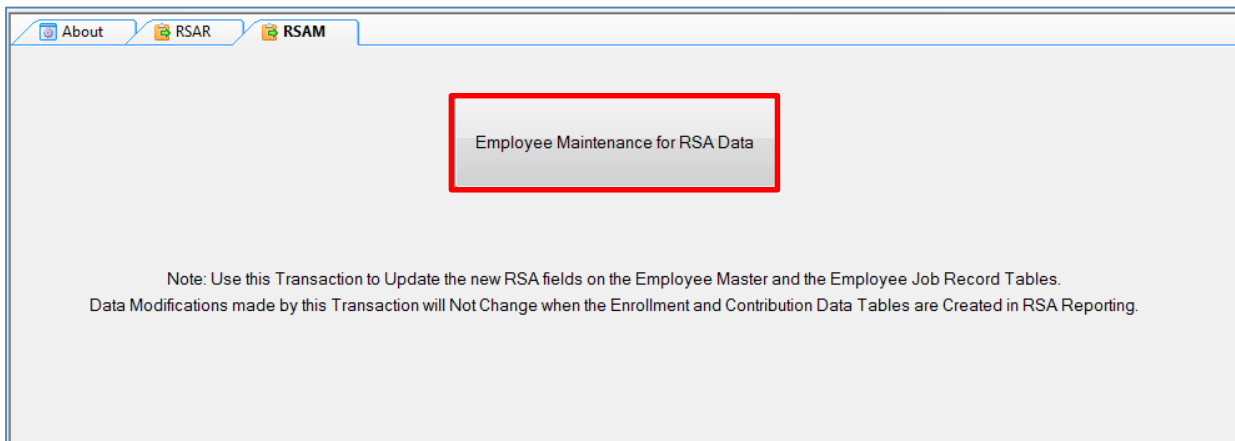
RSA Employee Maintenance

Use this transaction to update employee and job information related to RSA reporting and to find records with exceptions that will cause an error when submitted to RSA.

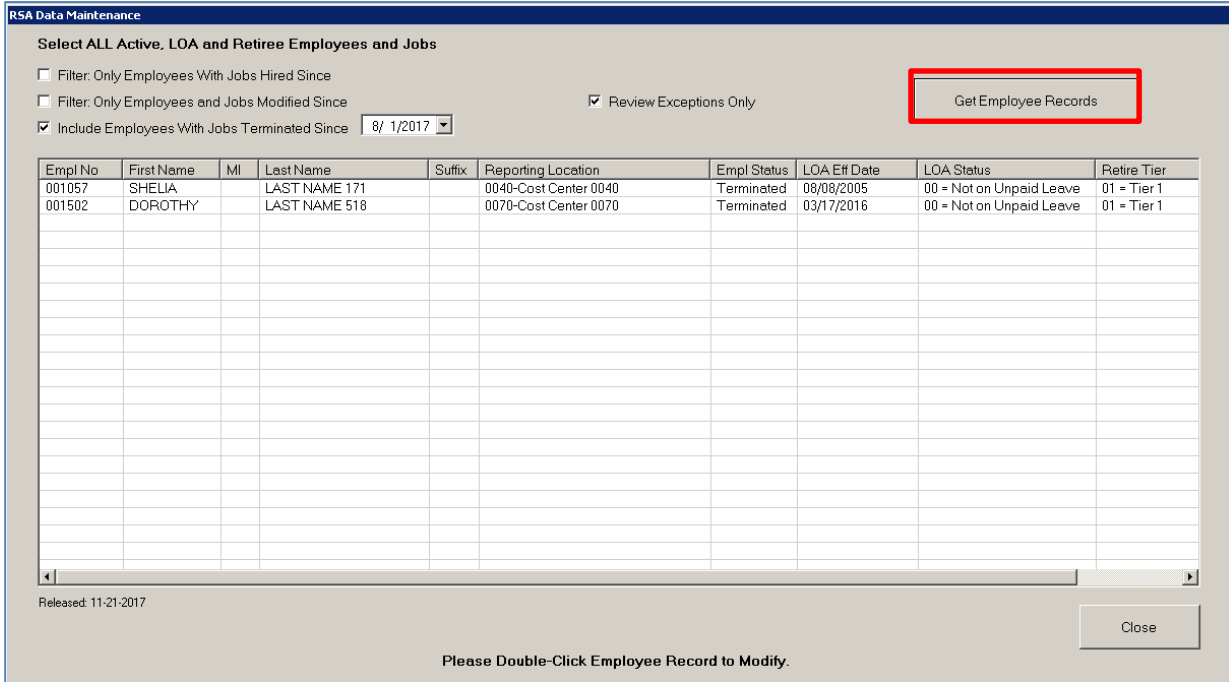
- LOA Status Effective date will default from the Employee Data Hire Date field.
- LOA Status Reason will default to **00-Not on Unpaid Leave**.
- Retirement Tier will default to '00' in Employee Maintenance when new employees are added. Until it is changed to 01, 02 or 99 in RSA Employee Maintenance, it will be treated as an exception record.
- When information is updated in this screen, the data will be saved and will not be cleared unless by a user.
- The **Report to RSA as CONT** flag defaults to unchecked only if the employee has 'Do Not Withhold' marked on their Employee Data screen in Employee Maintenance. Otherwise, the setting is checked.

1. Sign into the Application Center.
2. Select State Specific>Alabama>**RSA Employee Maintenance**.
3. Select the **Employee Maintenance for RSA Data** button.

State Specific>Alabama>RSA Employee Maintenance



4. You can use the options on the left to filter the list view by jobs hired since a certain date, jobs terminated since a certain date, and/or employees modified since a certain date. Select the **Review Exceptions Only** flag to filter the list view to only employees that have data problems that will produce an error when submitted to RSA. The exception may be related to employee level data and/or job level data.
5. Click on the **Get Employee Records** button. A list of employees will display based on the criteria selected.



RSA Data Maintenance

Select ALL Active, LOA and Retiree Employees and Jobs

Filter: Only Employees With Jobs Hired Since
 Filter: Only Employees and Jobs Modified Since
 Include Employees With Jobs Terminated Since

Review Exceptions Only

Get Employee Records

| Empl No | First Name | MI | Last Name | Suffix | Reporting Location | Empl Status | LOA Eff Date | LOA Status | Retire Tier |
|---------|------------|----|---------------|--------|-----------------------|-------------|--------------|--------------------------|-------------|
| 001057 | SHELIA | | LAST NAME 171 | | 0040-Cost Center 0040 | Terminated | 08/08/2005 | 00 = Not on Unpaid Leave | 01 = Tier 1 |
| 001502 | DOROTHY | | LAST NAME 518 | | 0070-Cost Center 0070 | Terminated | 03/17/2016 | 00 = Not on Unpaid Leave | 01 = Tier 1 |
| | | | | | | | | | |
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Released: 11-21-2017

Please Double-Click Employee Record to Modify.

Close

- To view/modify an employee record, find the record in the list view and double-click it. The employee level data will display in a new screen. You may modify the LOA information or Retirement Tier information. In addition, there is a new option to **Report to RSA as CONT**. If you have an employee who does not participate in RSA at your district but still needs to be reported as 'contributing' then you can change the setting on this flag to accommodate that situation. To save modified data, click on the **Update Employee and Job Records** button. To close the screen without updating any data click on the **Cancel** button.

Note: If there is any invalid data on the screen when the **Update Employee and Job Records** button is selected, an error will display as in the example below. You will need to correct the error and click Update again.

- To view/modify this employee’s job information, select the **Job Record Data** button. The RSA Job Maintenance screen will display and show all active jobs for the employee.

RSA Job Maintenance

Employee: **001043 - LAST NAME 34, ABBY**
 Job No: **1**

Use Enroll Job No:

Enroll Beg Date:

Enroll End Date:

Enroll End Reason:

Sched Units Eff Date:

Sched Units Per Week:

Contribution Group:

Position Status:

Type of Rate of Pay:

Type of Units Worked:

Job Record 1 Information

Empl Type: TC9

Job Type: Primary

Job Status: Active

Contr Days: 189

Hourly/Daily: Daily

Salaried Periods: 12

Hours Per Day: 8.00

Employee Type Information

Type Desc: Teacher 9 month

Payment Reason: 00 = Regular Pay

Contrib Group: 011 = Teacher

Position Status: 01 = Regular

Work Sched: 09MT = 9-Month Teachers

Summer Position: No

Type Rate Pay: 03 = Yearly

Type Units Wked: 00 = Days

FT Units/Week: 5.00

Annual Units: 189.00

Add/Update Job Listview

| Job No | Enroll Job | Status | Type | Empl Type | Empl Type Desc | Contrib Group | Pos Status | Enroll Begin | Enroll End | End Reason | T |
|--------|------------|----------|-----------|-----------|-----------------------|---------------|--------------|--------------|------------|------------|---|
| 1 | 1 | Active | Primary | TC9 | Teacher 9 month | 011 = Teacher | 01 = Regular | 10/19/2005 | | | 0 |
| 2 | 1 | Termi... | Suppl... | 734 | Instructional Advi... | 011 = Teacher | 01 = Regular | | | | 0 |
| 25 | 1 | Active | Suppl... | NTBC | National Board ... | 011 = Teacher | 01 = Regular | | | | 0 |
| 30 | 1 | Active | Additi... | STIP | CERTIFIED STI... | 011 = Teacher | 01 = Regular | | | | 0 |
| 31 | 1 | Active | Additi... | STIP | CERTIFIED STI... | 011 = Teacher | 01 = Regular | | | | 0 |
| 45 | 1 | Active | Additi... | TUTR | TUTORS | 011 = Teacher | 01 = Regular | | | | 0 |

Close

Please Double-Click Job Record to Modify.

- To modify information for a particular job, double-click the job in the list view. The job details will display in the fields at the top of the screen. Make any needed changes and press the **Add/Update Job Listview** button. Click on the **Close** button to go back to the RSA Employee Maintenance screen. You must also click **Update Employee and Job Records** button on the employee’s **RSA Employee Maintenance** screen in order to save the job changes.

A Note about Use Enroll Job Number: Multiple jobs can roll up into a single job number for the purposes of RSA reporting. If a job has an employee type that does not have the ‘Build RSA Enroll Record’ flag selected, then that job will roll into (be included with) the primary job with the lowest job number. In the above example, jobs 2 through 45 are all rolling into primary job 1. Therefore, the value in the **Enroll Job** column will show job 1 instead of the actual NextGen job number.

Note: If there are any errors on the screen when the Update button is selected an error will display as seen in the example below. You will need to correct the error and click the **Add/Update Job Listview** button again. You must also click **Update Employee and Job Records** button on the employee’s **RSA Employee Maintenance** screen in order to save the job changes.

RSA Job Maintenance

Employee: **001043 - LAST NAME 34, ABBY**
 Job No: **1**

Use Enroll Job No:

Enroll Beg Date:

Enroll End Date:

Enroll End Reason:

Sched Units Eff Date:

Sched Units Per Week:

Contribution Group:

Position Status:

Type of Rate of Pay:

Type of Units Worked:

Job Record 1 Information

Empl Type: TC9
 Job Type: Primary
 Job Status: Active
 Contr Days: 189
 Hourly/Daily: Daily
 Salaried Periods: 12
 Hours Per Day: 8.00

Employee Type Information

Type Desc: Teacher 9 month
 Payment Reason: 00 = Regular Pay
 Contrib Group: 011 = Teacher
 Position Status: 01 = Regular
 Work Sched: 09MT = 9-Month Teachers
 Summer Position: No
 Type Rate Pay: 03 = Yearly
 Type Units Wked: 00 = Days
 FT Units/Week: 5.00
 Annual Units: 189.00

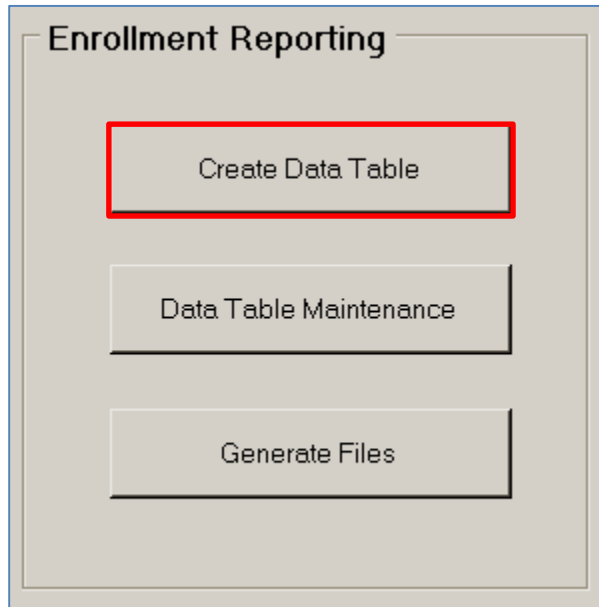
The Sched Units Per Week is Required.

| Job No | Enroll Job | Status | Type | Empl Type | Empl Type Desc | Contrib Group | Pos Status | Enroll Begin | Enroll End | End Reason | T |
|--------|------------|--------|---------|-----------|--------------------|---------------|--------------|--------------|------------|------------|---|
| 1 | 1 | Active | Primary | TC9 | Teacher 9 month | 011 = Teacher | 01 = Regular | 10/19/2005 | | | 0 |
| 2 | 1 | Termi | Suppl | 734 | Instructional Advi | 011 = Teacher | 01 = Regular | | | | 0 |

Creating the Enrollment Data Table

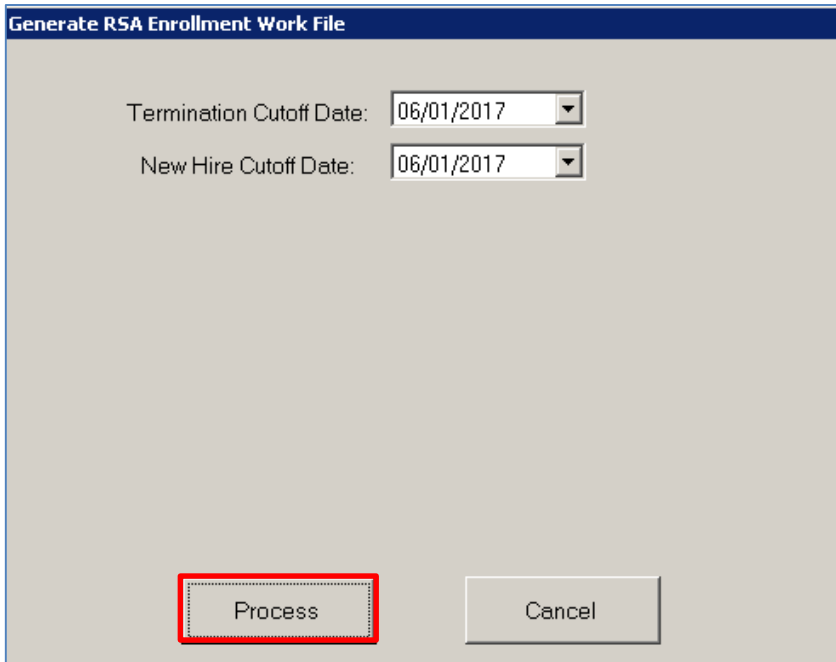
The Enrollment file must be submitted to RSA whenever a new employee is hired, or if information on an existing employee is changed. This file may be submitted daily if needed.

1. Click on State Specific>Alabama>**RSA State Reporting**.
2. Select the **Create Data Table** button within the **Enrollment Reporting** section of the screen.



3. Select a **Termination Cutoff Date**. No one terminated before this date will be included in the Enrollment Work File.
4. Select a **New Hire Cutoff Date**. No one hired after this date will be included in the Enrollment Work File.

5. Click on the **Process** button to generate the Enrollment data or the **Cancel** button to stop the process.



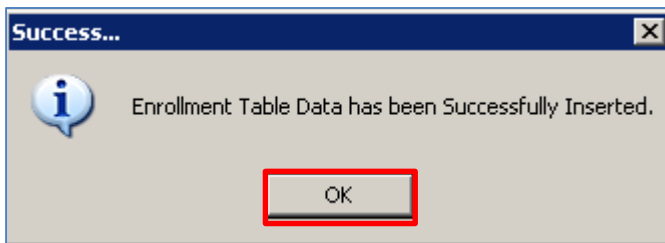
Generate RSA Enrollment Work File

Termination Cutoff Date: 06/01/2017

New Hire Cutoff Date: 06/01/2017

Process Cancel

6. Click **OK**.

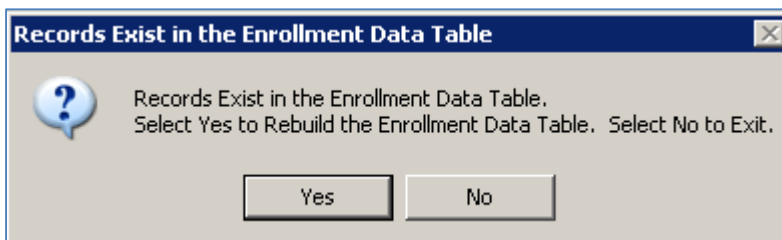


Success...

Enrollment Table Data has been Successfully Inserted.

OK

Note: If the Enrollment Work File was generated at a prior time a box will display indicating that records already exist. Selecting **Yes** will overwrite the existing records in the Enrollment table with new data. Selecting **No** will cancel the process and existing enrollment records will be reported when generating the Enrollment File.



Records Exist in the Enrollment Data Table

Records Exist in the Enrollment Data Table.
Select Yes to Rebuild the Enrollment Data Table. Select No to Exit.

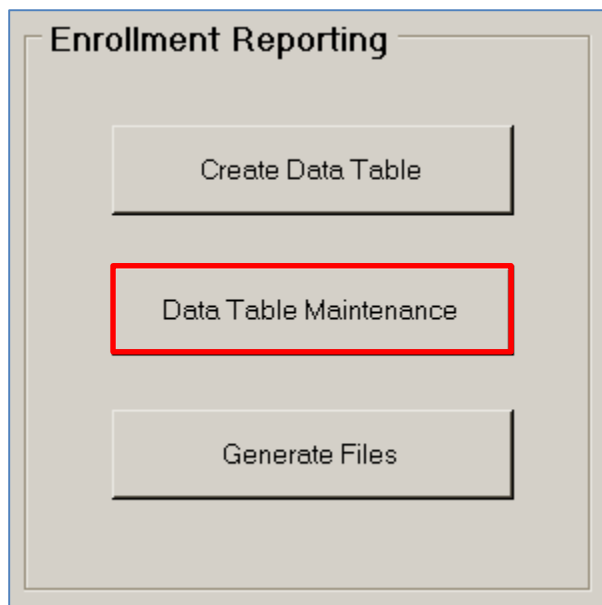
Yes No

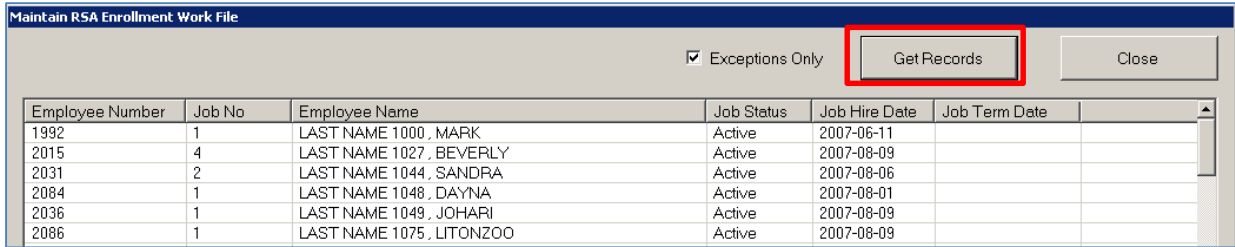
Enrollment Data Table Maintenance

You may use Enrollment Data Table Maintenance to modify or delete an existing record, or add a new record within the Enrollment data table.

Important Note: If you modify a record in the Enrollment Data Table Maintenance, it will only affect the data in Enrollment Data Table. If the information is not corrected in NextGen or in RSA Employee Maintenance, the exception will occur again when the Enrollment data table is created again. Information updated in RSA Enrollment Data Table Maintenance will be reset when the enrollment data table is generated again.

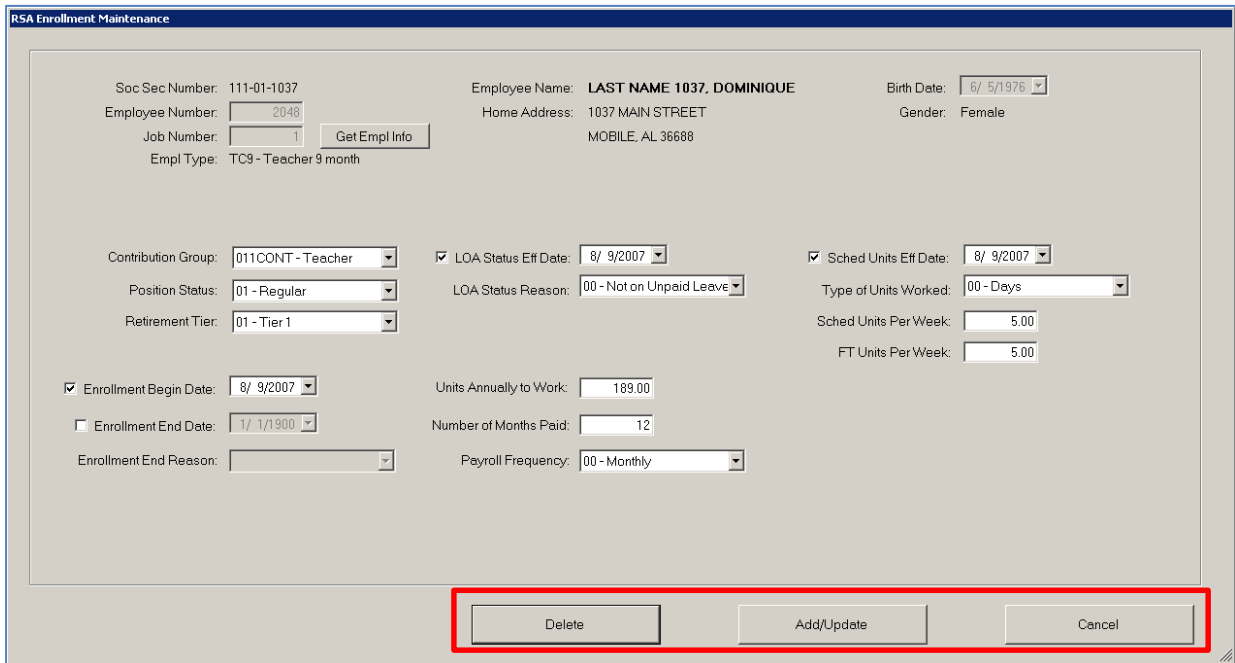
1. Click on State Specific>Alabama>**RSA State Reporting**.
2. Select the **Data Table Maintenance** button within the **Enrollment Reporting** section of the screen.





To modify a record:

1. Select the **Exceptions Only** flag to filter the list view to only employees that have data problems that will produce an error when submitted to RSA. To see all records, leave this option un-selected.
2. Click on the **Get Employee Records** button. A list of employees will display based on the criteria selected.
3. To modify or delete an enrollment record, find the record in the list view and double-click it. The employee data will display in a new screen. Modify the data and click on the **Update** button or click on the **Delete** button to delete the record. To close the screen without updating any data click on the **Cancel** button.



To Add a Record:

1. Click on the **Get Records** button.

2. Click on the **Add Record** button.
3. Enter the **Employee Number** and **Job Number**.
4. Click on the **Get Empl Info** button.

Note: If a record already exists in the employee data table for this employee number/job number combination you will see a message that says 'The Employee Job Record Already Has An Enrollment Record'. Follow the instructions for modifying a record if changes need to be made to this record.

The screenshot shows the 'RSA Enrollment Maintenance' window. The form is populated with the following data:

- Soc Sec Number: 111-01-1000
- Employee Name: LAST NAME 1000, MARK
- Birth Date: 4/26/1960
- Employee Number: 1992
- Job Number: 4
- Home Address: 1000 MAIN STREET, MOBILE, AL 36688
- Gender: M
- Empl Type: 733 - Extracurricular Support
- Contribution Group: 011NONP - Teacher
- Position Status: 01 - Regular
- Retirement Tier: 99 - No Tier
- LOA Status Eff Date: 6/11/2007
- LOA Status Reason: 00 - Not on Unpaid Leave
- Sched Units Eff Date: 6/11/2007
- Type of Units Worked: 00 - Days
- Sched Units Per Week: 5.00
- FT Units Per Week: 5.00
- Enrollment Begin Date: 6/11/2007
- Units Annually to Work: (empty)
- Enrollment End Date: 1/ 1/1900
- Number of Months Paid: 12
- Enrollment End Reason: (empty)
- Payroll Frequency: 00 - Monthly

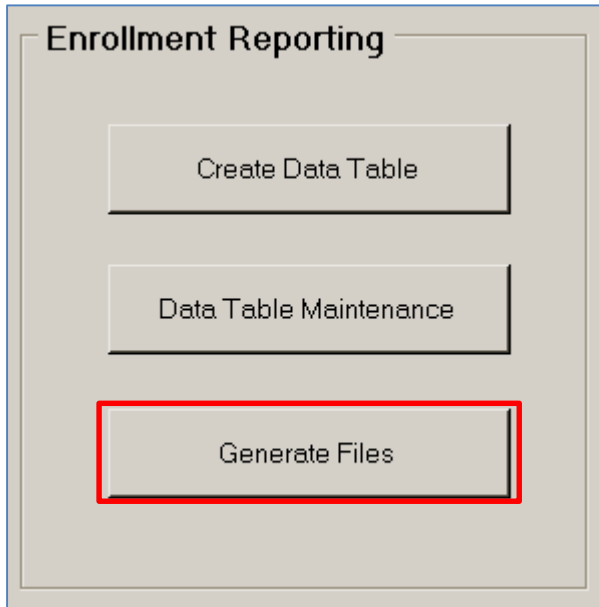
Buttons at the bottom include 'Delete', 'Add/Update', and 'Cancel'. The 'Add/Update' button is highlighted with a red box.

5. Make any necessary changes to the fields on the screen and click on the **Add/Update** button. The record will be added into the table. Click on the **Get Records** button again to refresh the list view and see the newly added record.

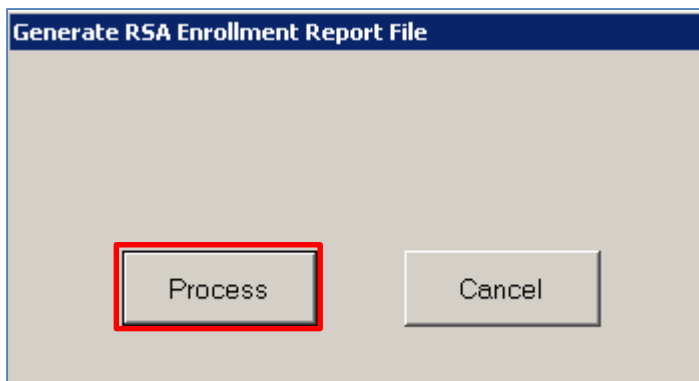
Generating the Enrollment File

Two files can be exported. The first will have a .ENRL extension and it will be the file you will submit to RSA. The second is a .CSV file that you can save for your records if you wish.

1. Select the **Generate Files** button in the **Enrollment Reporting** box.

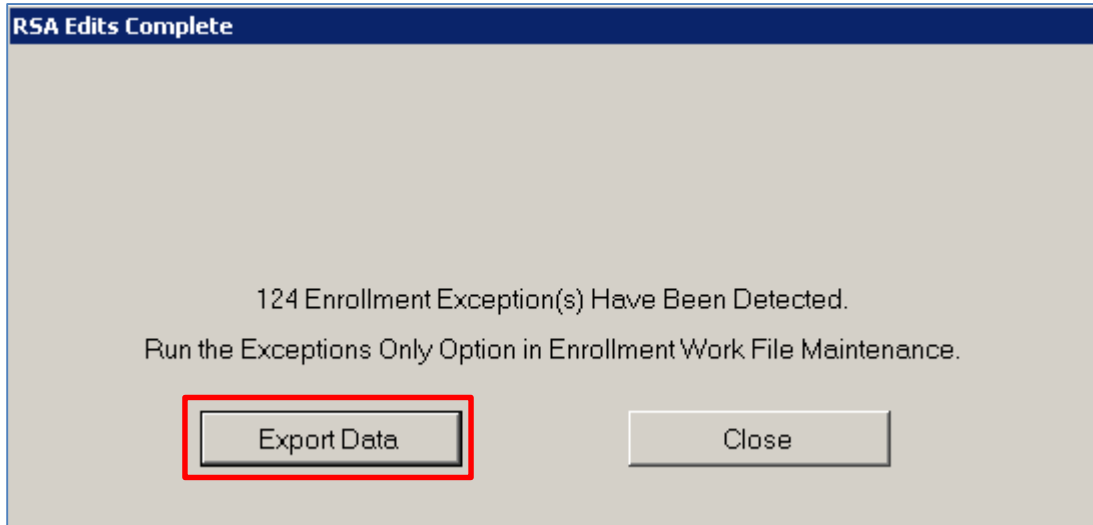


2. Click on the **Process** button.



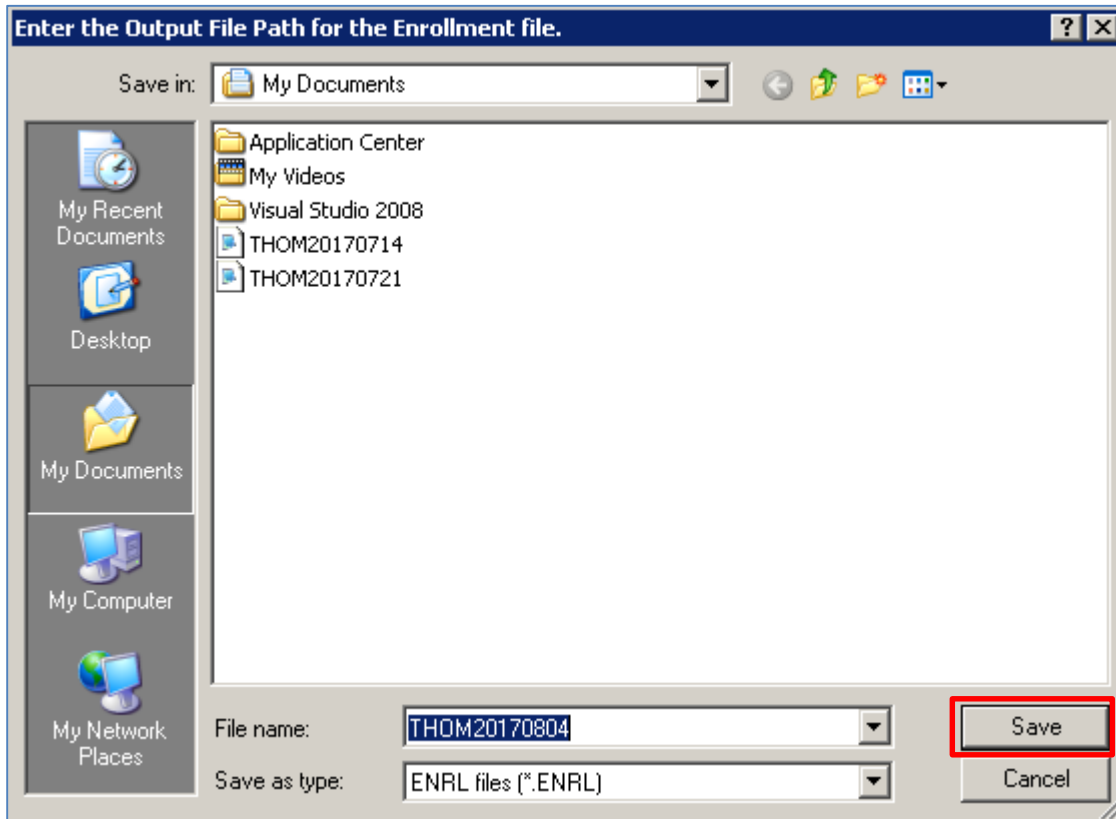
3. A RSA Edits Complete box will display. If there are any exceptions you will see a count. You should clear up any exceptions before submitting your file to RSA by returning to Enrollment Table Maintenance and checking exceptions.

4. Click on the **Export Data** button.



5. Browse to the location where you want to save the file and click **Save**.

Note: Do not change the name of this file. The file is automatically named using RSA requirements.

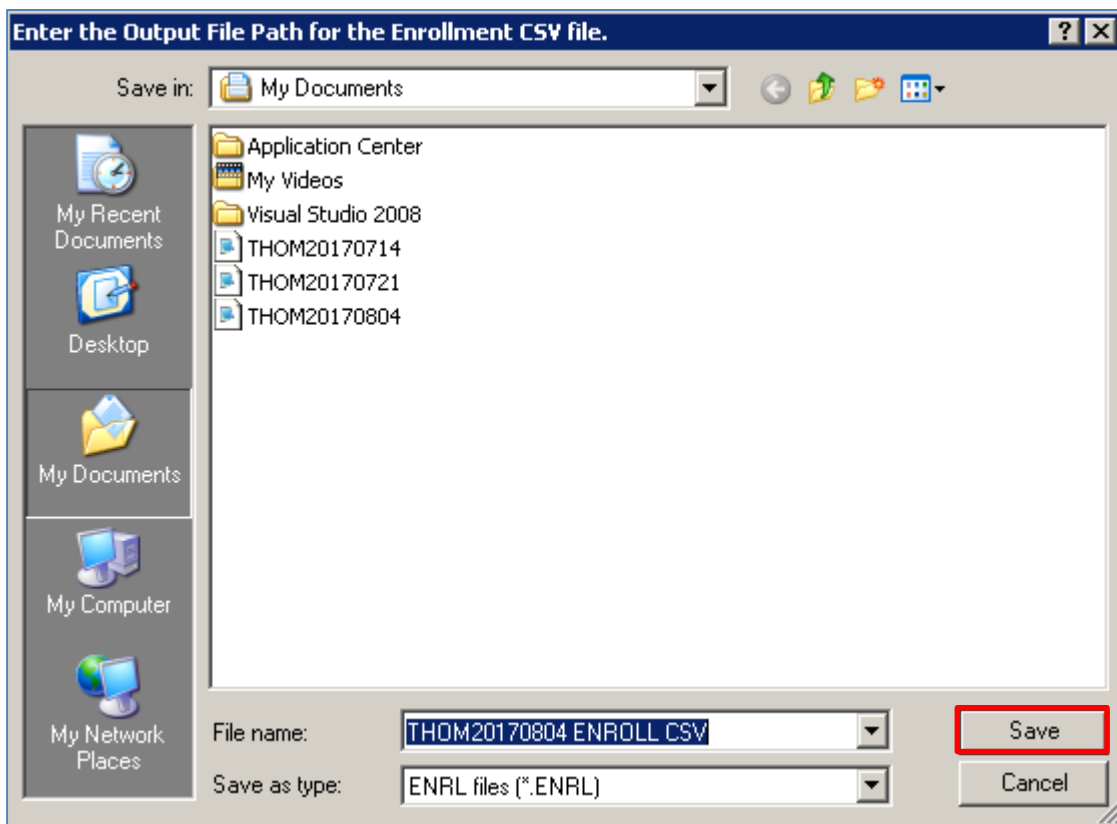


- When the export is complete you will get a message with the record count in the file. Click **OK**.

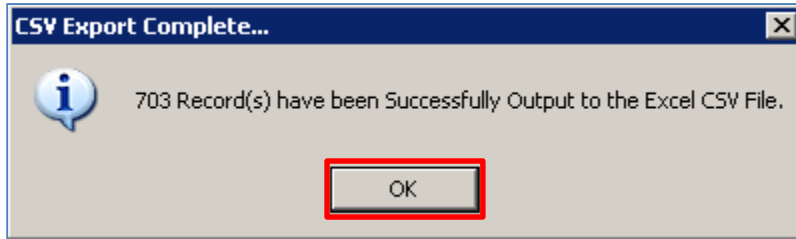


- A box will display allowing you to browse to the location where you want to save a file for your records. This .CSV file does not need to be submitted to RSA. It is for your records only. Browse to the location where you want to save the file and click **Save**.

Note: If you do not wish to create the .CSV file, press **Cancel**.



- When the export is complete you will get a message with the record count in the file. Click **OK**.

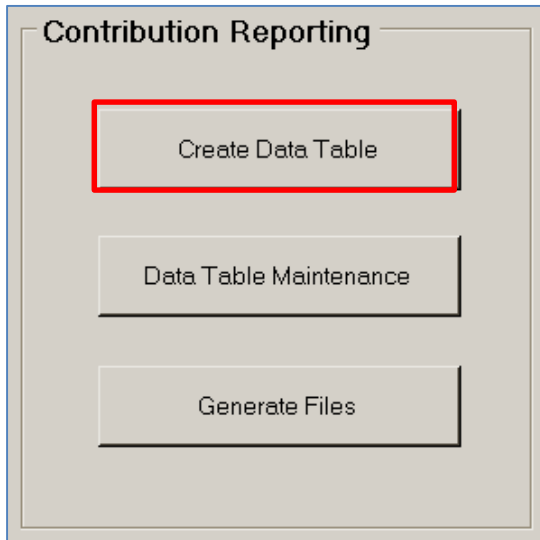


- Submit the .ENRL file to RSA.

Creating the Contribution Data Table

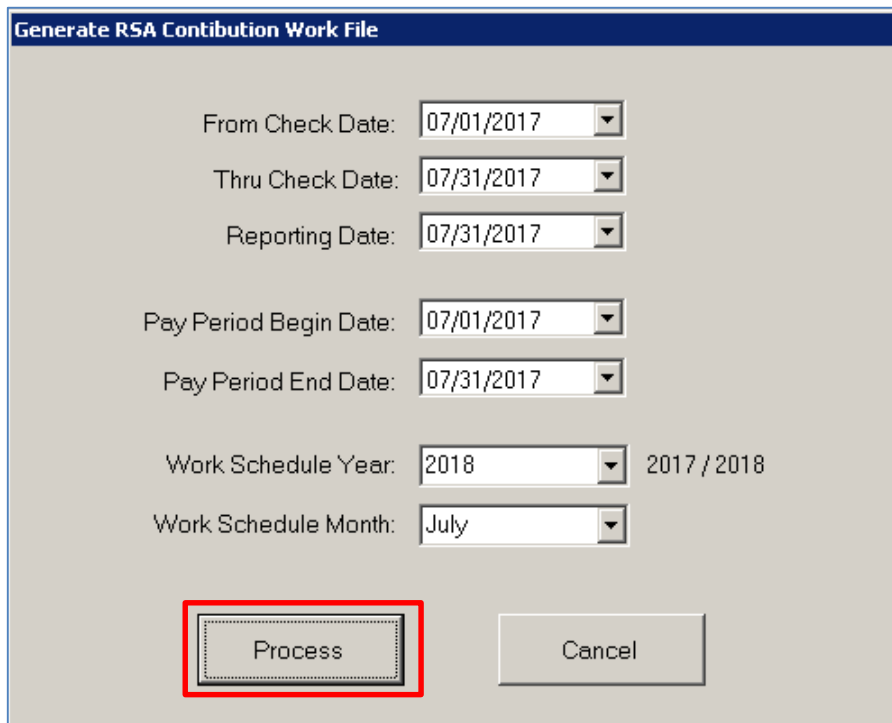
The Contribution file will be used to remit gross wages and contribution information for all employees, regardless of their contribution status. Enrollments must be created prior to employees being reported on a contribution file.

1. Click on State Specific>Alabama>**RSA State Reporting**.
2. Select the **Create Data Table** button within the **Contribution Reporting** section of the screen.



The screenshot shows a window titled "Contribution Reporting" with three buttons: "Create Data Table", "Data Table Maintenance", and "Generate Files". The "Create Data Table" button is highlighted with a red rectangular border.

3. Enter the selection criteria and click on the **Process** button.

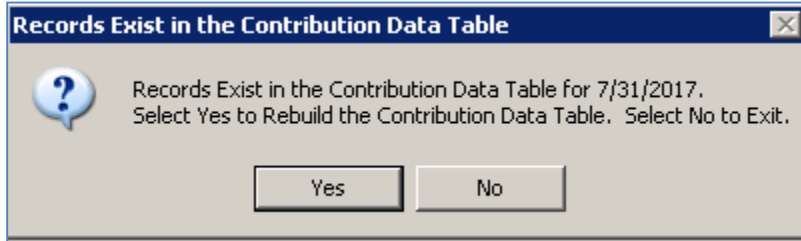


The screenshot shows a dialog box titled "Generate RSA Contribution Work File" with several date and year selection fields and two buttons at the bottom. The "Process" button is highlighted with a red rectangular border.

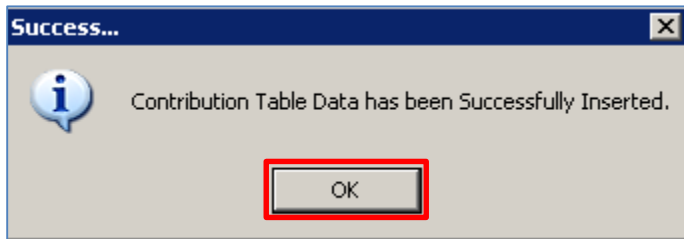
| | | |
|------------------------|------------|---------------|
| From Check Date: | 07/01/2017 | ▼ |
| Thru Check Date: | 07/31/2017 | ▼ |
| Reporting Date: | 07/31/2017 | ▼ |
| Pay Period Begin Date: | 07/01/2017 | ▼ |
| Pay Period End Date: | 07/31/2017 | ▼ |
| Work Schedule Year: | 2018 | ▼ 2017 / 2018 |
| Work Schedule Month: | July | ▼ |

Buttons: Process, Cancel

4. If the Contribution Data Table has been previously generated for the reporting date a box will display indicating that records already exist. Click **Yes** to overwrite the existing records in the Contribution table with new data. Selecting **No** will cancel the process and existing contribution records will be reported when generating the Contribution file.



5. Once the data has been inserted click **Ok**.

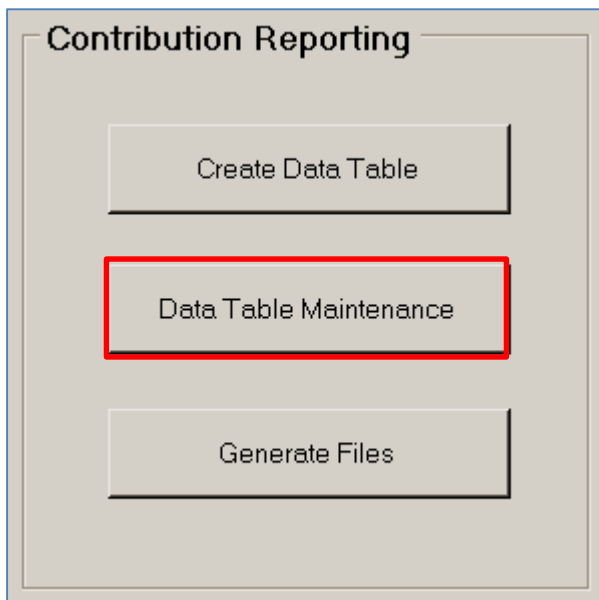


Contribution Data Table Maintenance

You may use Contribution Data Table Maintenance to modify or delete an existing record, or add a new record.

Important Note: If you correct or add a record in the RSA Contribution Data Table Maintenance, this will ONLY be corrected in the Contribution data table. Information updated in **Contribution Data Table Maintenance** will be reset when the contribution data table is generated again for the same reporting date. If the information is not corrected in NextGen or in RSA Employee Maintenance, the exception will occur again when the Contribution file is generated.

1. Click on State Specific>Alabama>**RSA State Reporting**.
2. Click on the **Data Table Maintenance** button in the **Contribution Reporting** box.



3. Enter the **Retire Year, Month** and **Reporting Date**.
4. If you would like to view only records with errors click on the **Exceptions Only** flag.
5. Click the **Get Records** button. A list of records will display.

Maintain RSA Contribution Work File

Retire Year: 2017 Month: 4 Reporting Date: 4/30/2017 Exceptions Only **Add Record** Get Records

| Employee Number | Seq No | Employee Name | Empl Status | Empl Hire Date | Empl Term Date | Employee Type |
|-----------------|--------|------------------------|-------------|------------------|----------------|-------------------------|
| 1006 | 0 | LASTNAME1006, SANDRA L | Active | 9/1/1999 12:0... | | STIP-CERTIFIED STIPENDS |
| 2813 | 0 | LASTNAME2813, JOHN W | Active | 8/20/2012 12:... | | STAR-STAR COORDINATOR |

To modify or delete a contribution record:

1. Find the record in the list view and double-click it. The employee data will display in a new screen. Modify the data and click on the **Update** button or click on the **Delete** button to delete the record. To close the screen without updating any data click on the **Cancel** button.

RSA Contribution Maintenance

Soc Sec Number: 111-01-1198 Employee Name: LAST NAME 1198, LEARI Birth Date: 7/27/2017
 Employee Number: 2226 Get Empl Info Home Address: 1198 MAIN STREET Gender: Male
 Retirement Seq No: 0 MOBILE, AL 36688

Reporting Year: 2017
 Reporting Month: 7
 Retire Report Date: 7/31/2017

Pay Date: 7/31/2017 Type of Rate of Pay: 02 - Monthly Payment Reason: 00 - Regular Pay
 Pay Period Begin Date: 7/1/2017 Rate of Pay: 0.00 Type of Units Worked: 00 - Days
 Pay Period End Date: 7/31/2017 Employee Contribution: 0.00 Full Time Units: 0
 Payroll Frequency: 00 - Monthly Retirement Wages: 0.00 Actual Units Worked: 0
 Contribution Group: 017CONT - Maintenance Wages Over IRS Limit: 0.00 Summer Position
 Position Status: 01 - Regular RSA-1 Contribution: 0.00

Delete **Add / Update** **Cancel**

To add a new contribution record:

1. Click on the **Add Record** button.

Maintain RSA Contribution Work File

Retire Year: 2017 Month: 4 Reporting Date: 4/30/2017 Exceptions Only Add Record Get Records

| Employee Number | Seq No | Employee Name | Empl Status | Empl Hire Date | Empl Term Date | Employee Type |
|-----------------|--------|------------------------------|-------------|----------------|----------------|---------------------------|
| 1077 | 0 | LASTNAME103 , KEITH A | Active | 1998-01-20 | | TC9-Teacher 9 month |
| 2074 | 0 | LASTNAME1039 , PATSY R | Active | 2007-08-09 | | N185-NonCert. 187 Days |
| 2076 | 0 | LASTNAME1047 , STACIE M | Active | 2008-08-07 | | TC9-Teacher 9 month |
| 2084 | 0 | LASTNAME1048 , DAYNA NEECE | Active | 2007-08-01 | | N240-NonCert 240 days |
| 2036 | 0 | LASTNAME1049 , JOHARI ANANA | Active | 2007-08-09 | | CNP-CNP |
| 2215 | 1 | LASTNAME1153 , PAMELA BROOKE | Active | 2008-08-07 | | TC9-Teacher 9 month |
| 2215 | 0 | LASTNAME1153 , PAMELA BROOKE | Active | 2008-08-07 | | HRLY-Hourly Employee |
| 2194 | 0 | LASTNAME1174 , DARBY WESSON | Active | 2008-05-12 | | TC9-Teacher 9 month |
| 2252 | 0 | LASTNAME1195 , DELISA M | Active | 2008-08-07 | | C10-COUNSELOR 10 month |
| 2345 | 0 | LASTNAME1316 , JANE | Active | 2014-08-04 | | CNP-CNP |
| 2508 | 0 | LASTNAME1465 , AMANDA C | Active | 2010-08-05 | | TC9-Teacher 9 month |
| 2622 | 0 | LASTNAME1575 , BENJAMIN W | Active | 2011-08-08 | | TC12-Teacher 12 month |
| 2628 | 0 | LASTNAME1581 , LORI L | Active | 2011-08-08 | | HRLY-Hourly Employee |
| 2782 | 0 | LASTNAME1731 , ZACHARY L | Active | 2012-07-01 | | CONP-Contracted Principal |
| 2794 | 0 | LASTNAME1743 , CHRISTOPHER G | Active | 2012-08-01 | | N240-NonCert 240 days |
| 2804 | 0 | LASTNAME1753 , JACQUELINE B | Active | 2012-08-08 | | CNP-CNP |
| 2807 | 0 | LASTNAME1756 , KAYLA M | Active | 2012-08-14 | | EXTD-Extended Day |
| 2868 | 0 | LASTNAME1817 , DEBRA M | Active | 2012-10-23 | | HRLY-Hourly Employee |
| 2873 | 0 | LASTNAME1822 , KIMBERLY D | Active | 2012-11-05 | | N240-NonCert 240 days |
| 2951 | 1 | LASTNAME1900 , TAYLOR | Active | 2013-08-07 | | TC9-Teacher 9 month |
| 2951 | 0 | LASTNAME1900 , TAYLOR | Active | 2013-08-07 | | TC9-Teacher 9 month |
| 2952 | 0 | LASTNAME1901 , VIRGINIA S | Active | 2013-08-07 | | TC9-Teacher 9 month |
| 1085 | 0 | LASTNAME198 , MARY A | Active | 1997-08-01 | | TC12-Teacher 12 month |
| 1025 | 0 | LASTNAME201 , RICHARD A | Active | 2000-08-14 | | TC9-Teacher 9 month |

Close

2. A box will display with blank fields. Enter the Employee number and click on the **Get Empl Info** button. The employee's NextGen data will pull into the field. Make any necessary changes and click on the **Add/Update** button.

RSA Contribution Maintenance

Employee Number: 1992 Get Empl Info Employee Name: LAST NAME 1000, MARK Birth Date: 4/26/1960 Gender: M

Home Address: 1000 MAIN STREET MOBILE, AL 36688

Retirement Seq No: 0

Reporting Year: 2017 Reporting Month: 7 Retire Report Date: 7/31/2017

Pay Date: 7/31/2017 Type of Rate of Pay: 02 - Monthly Payment Reason: 00

Pay Period Begin Date: 7/ 1/2017 Rate of Pay: 0.00 Type of Units Worked: 00 - Days

Pay Period End Date: 7/31/2017 Employee Contribution: 0.00 Full Time Units: 0.00

Payroll Frequency: 00 - Monthly Retirement Wages: 0.00 Actual Units Worked: 0.00

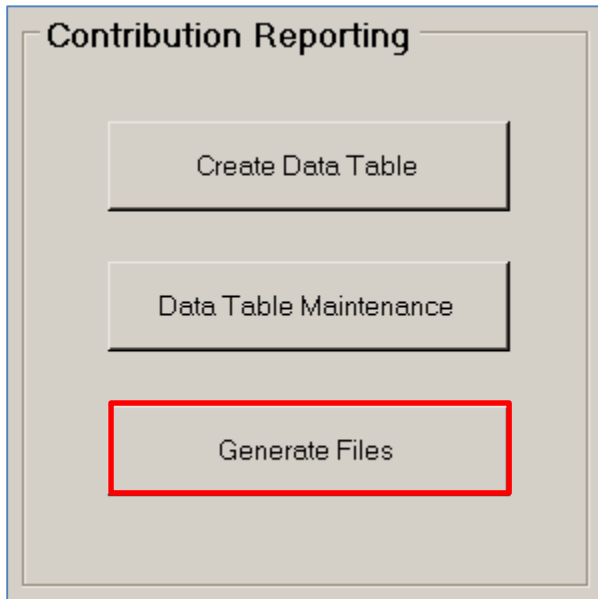
Contribution Group: 011NONP - Teacher Wages Over IRS Limit: 0.00 Summer Position

Position Status: 01 - Regular RSA-1 Contribution: 0.00

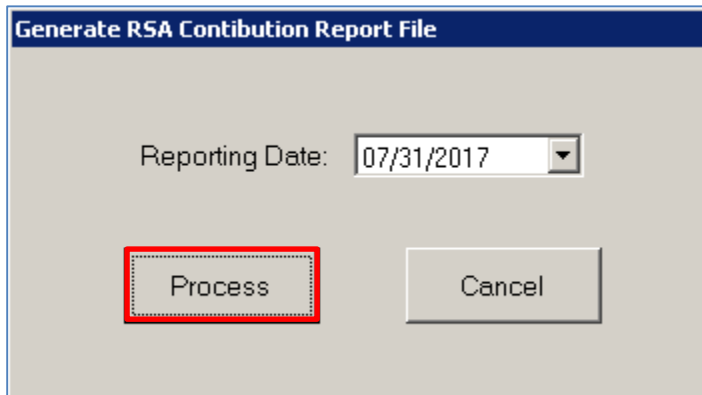
Delete Add / Update Cancel

Generating the Contribution File

1. Click on State Specific>Alabama>**RSA State Reporting**.
2. Click on the **Generate Files** button in the **Contribution Reporting** box.



3. Enter the **Reporting Date** and click on the **Process** button.



4. A **RSA Edits Complete** box will display that will show you the RET and RSA employee totals. If there are any exceptions you will see a count. You should clear up any exceptions before submitting your file to RSA.

RSA Edits Complete

Reporting Date: 3/31/2017

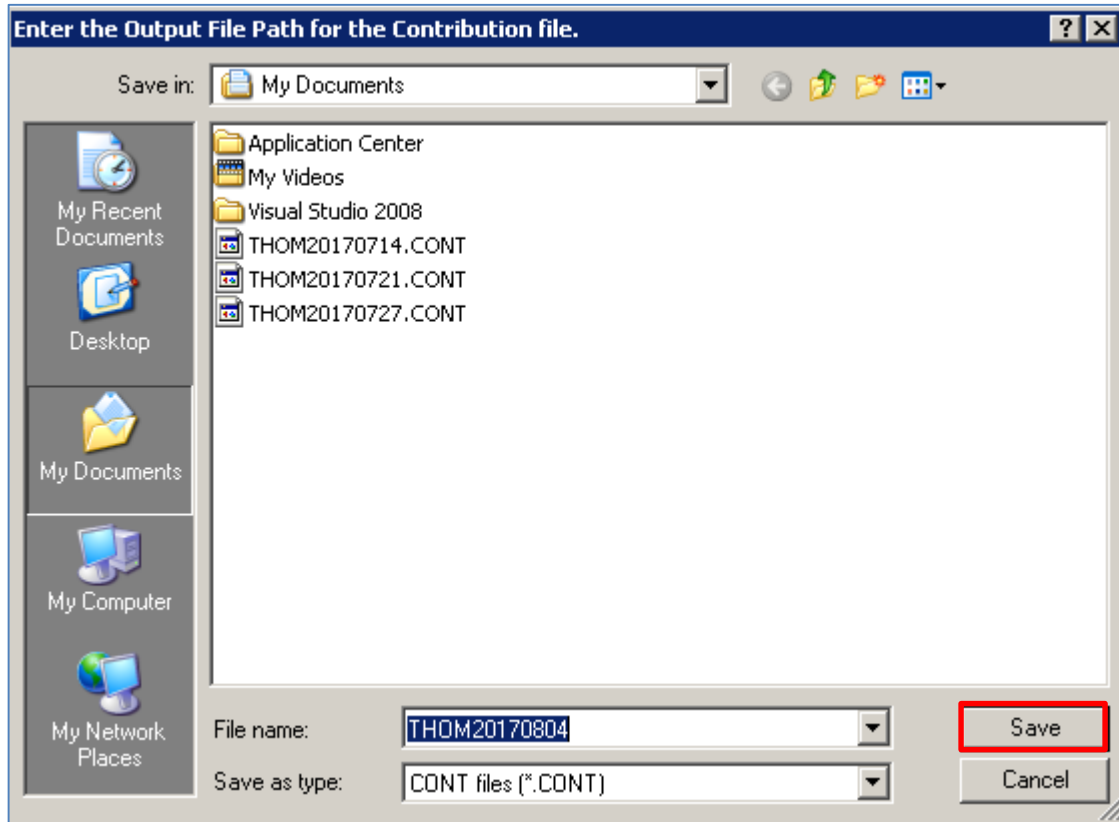
| | |
|-----------------------|--------------|
| RET Employee Total: | \$163,196.24 |
| RSA-1 Employee Total: | \$36,703.33 |

297 Contribution Exception(s) Have Been Detected.
Run the Exceptions Only Option in Contribution Work File Maintenance.

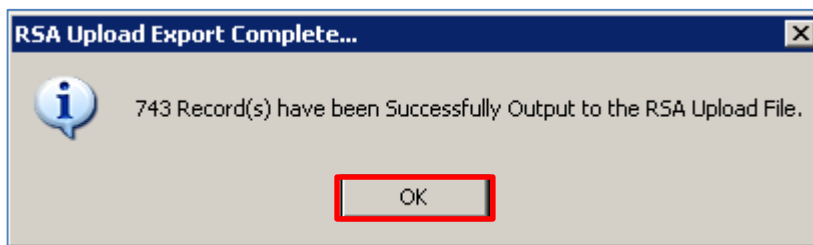
5. Click on the **Export Data** button.

- Browse to the location where you want to save the file and click **Save**.

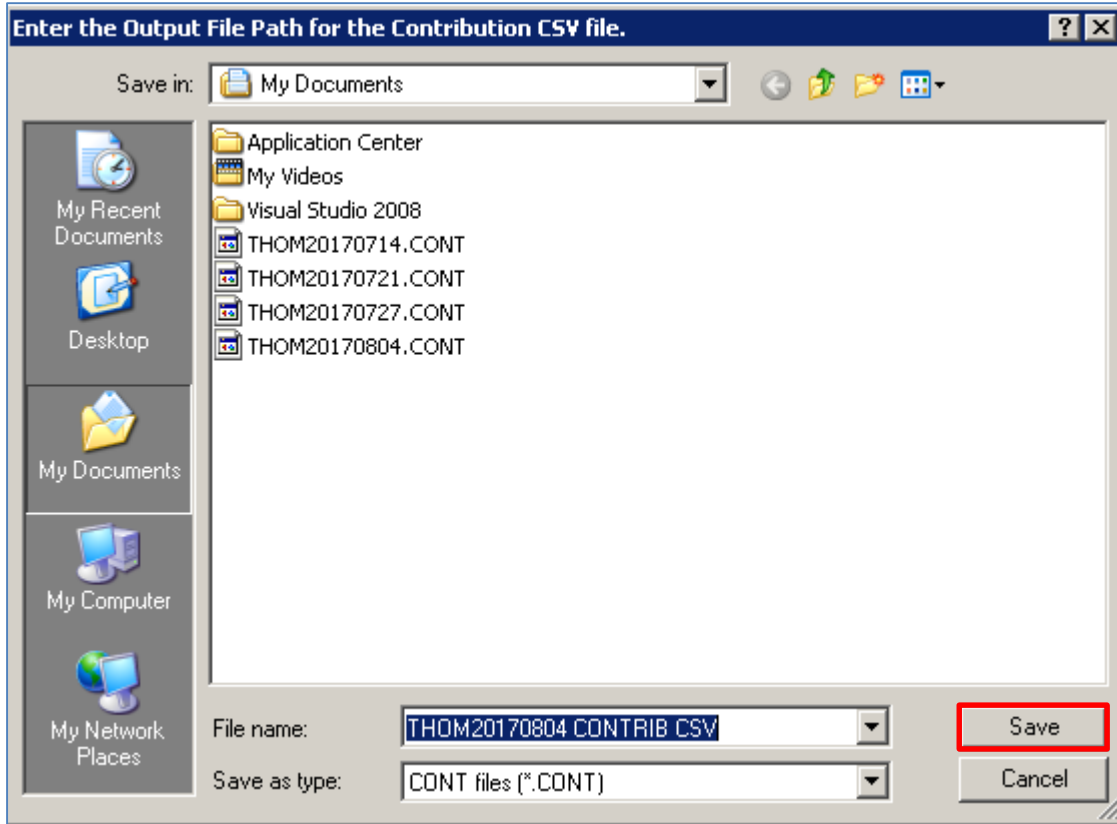
Note: Do not change the name of this file. The file is automatically named using RSA requirements.



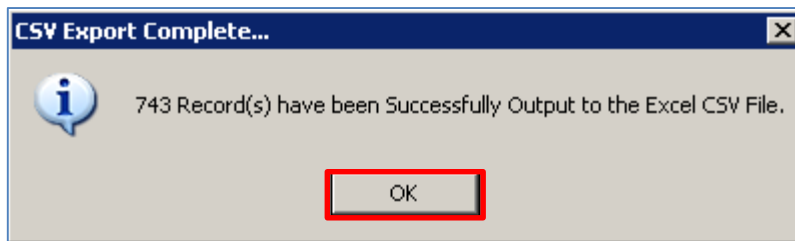
- When the export is complete you will get a message with the record count in the file. Click **OK**.



- A box will display allowing you to browse to the location where you want to save a file for your records. This .CSV file does not need to be submitted to RSA. It is for your records only. Browse to the location where you want to save the file and click **Save**. **Note:** If you do not wish to create the .CSV file, press **Cancel**.



9. When the export is complete you will get a message with the record count in the file. Click **OK**.



10. Submit the .CONT file to RSA.

Useful Comparison Reports

You can check the RET and RSA numbers that display when you generate the Contribution file by running the MTD Combined Deduction Report or Salary and Benefits by GL report for the same check range. On either report you can select RSA deductions to be included in one column and RET in another column to get the totals broken out.

Salary and Benefits by GL Report

Payroll>PR Check Processing>Regular Checks>Computed Reports>Salary and Benefits by GL (PR/SBGL)

PR/SBGL: Salary & Benefits by GL Report (v3.20)

Beginning Check Date: 03/01/2017 Thru: 03/31/2017
 Updated Checks In Process Checks

Restrict Report By
 Payroll Run Id
 Check Date
 Post Date

Sort Report By
 Employee Name
 Employee#

Report Columns

| | | |
|---|--------|----------|
| <input checked="" type="radio"/> Column 1 | Desc 1 | RET |
| <input type="radio"/> Column 2 | Desc 2 | RSA-1 |
| <input type="radio"/> Column 3 | Desc 3 | Column 3 |
| <input type="radio"/> Column 4 | Desc 4 | Column 4 |
| <input type="radio"/> Column 5 | Desc 5 | Column 5 |
| <input type="radio"/> Column 6 | Desc 6 | Column 6 |

Employee Employer

Deductions To Use For Column

| Ded # | Description |
|--|---------------------|
| <input type="checkbox"/> 4 | Social Security |
| <input type="checkbox"/> 5 | Medicare Withholdi |
| <input type="checkbox"/> 7 | Jefferson County Te |
| <input type="checkbox"/> 8 | Additional Medicare |
| <input type="checkbox"/> 10 | GROUP TERM LIFE |
| <input checked="" type="checkbox"/> 11 | Teachers Retirement |
| <input type="checkbox"/> 12 | Peehip - Employer |

Select By GL Component
 Print Employee Detail#
 Print GL Account Detail
 Include Gross Amt
 Print Social Security#
 Page Break on Primary Comp

Select Employee Numbers to Report

Report Destination
 To Report Viewer To Grid To File
 To Printer Milton (from GWVXMS1) in session 2

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

| RUN DATE: 07/28/2017 | | MCAI PAYROLL SYSTEM | | Page 1 of 1 |
|-----------------------|--------------|--|----------------|--------------|
| RUN TIME: 12:22PM | | Salary & Benefits by GL Report (v3.20) | | PRSBGL |
| | | Harris School Solutions | | |
| | | 03/01/2017 Thru 03/31/2017 | | |
| | GROSS AMT | EMPLOYEE RET | EMPLOYEE RSA-1 | TOTAL |
| Fund 11 11 | | | | |
| Fund 11 Total: | 2,250,392.77 | 153,831.98 | 35,512.42 | 2,439,737.17 |
| ----- | | | | |
| Fund 12 12 | | | | |
| Fund 12 Total: | 138,853.45 | 9,364.26 | 1,190.91 | 149,408.62 |
| ----- | | | | |
| GRAND TOTALS ==>> | 2,389,246.22 | 163,196.24 | 36,703.33 | 2,589,145.79 |
| *** END OF REPORT *** | | | | |

MTD Combined Deduction Report

Payroll>Monthly Procedures>MTD Combined Deduction Report (PR/MCND)

PR/MCND: MTD Combined Deduction Report (v3.03)

Check Date Post Date
 Check Date From: 03/01/2017 Thru 03/31/2017
 Mask SSN on Report

Report Columns
 Column 1 Desc 1 RET
 Column 2 Desc 2 RSA-1
 Column 3 Desc 3 Column 3
 Column 4 Desc 4 Column 4
 Column 5 Desc 5 Column 5
 Column 6 Desc 6 Column 6

Ded Types
 Mandatory
 Non-Mand
 Both
 Employee
 Employer

Deductions To Use For Selected Column

| Ded # | Description |
|--|----------------------------|
| <input type="checkbox"/> 10 | GROUP TERM LIFE |
| <input checked="" type="checkbox"/> 11 | Teachers Retirement |
| <input type="checkbox"/> 12 | Peehip - Employer |
| <input type="checkbox"/> 13 | Peehip - Employee |
| <input type="checkbox"/> 14 | PEEHIP TOBACCO SURCHA |
| <input type="checkbox"/> 15 | PEEHIP DENTAL |
| <input type="checkbox"/> 16 | Health Care Spending-Flex |
| <input type="checkbox"/> 17 | Dependent Care Spending Fl |

Report Destination
 To Report Viewer To Grid To File
 To Printer Milton (from GWVXMS1)

Enter Selection Criteria, Click Enter(F1) To Generate Report

Sample MTD Combined Deductions Report:

| EMPLOYEE NAME | EMPLOYEE# | SOC. SEC.# | 11 RET | 36 RSA-1 | TOTAL |
|------------------------|-----------|-------------|------------|-----------|------------|
| LAST NAME 727 , ELLEN | 1705 | 111-01-0727 | 354.16 | 0.00 | 354.16 |
| LAST NAME 733 , TARYN | 1325 | 111-01-0733 | 338.45 | 0.00 | 338.45 |
| LAST NAME 734 , TIMOTH | 1339 | 111-01-0734 | 503.46 | 0.00 | 503.46 |
| LAST NAME 739 , MATTHE | 1170 | 111-01-0739 | 203.18 | 0.00 | 203.18 |
| LAST NAME 744 , CONNIE | 1145 | 111-01-0744 | 409.04 | 420.00 | 829.04 |
| LAST NAME 746 , CHRIST | 1637 | 111-01-0746 | 338.45 | 0.00 | 338.45 |
| LAST NAME 977 , ANNAGR | 2023 | 111-01-0977 | 457.18 | 0.00 | 457.18 |
| LAST NAME 996 , ASHLEY | 2041 | 111-01-0996 | 338.45 | 0.00 | 338.45 |
| LAST NAME 998 , MELANI | 2018 | 111-01-0998 | 374.71 | 0.00 | 374.71 |
| TOTAL====> | | | 163,196.24 | 36,703.33 | 199,899.57 |

*** END OF REPORT ***

Appendix A – Codes

TRS Contribution Groups

| <u>Description</u> | <u>Cont Grp</u> | <u>Contributing Member</u> | <u>Non Participating</u> | <u>PEEHIP Empl Designation</u> | <u>Old Retire Class</u> |
|----------------------------|-----------------|----------------------------|--------------------------|--------------------------------|-------------------------|
| Other – Professional/Admin | 010 | 010CONT | 010NONP | Professional/Admin | 00, 60 |
| Teacher | 011 | 011CONT | 011NONP | Professional/Admin | 01, 51 |
| Principal | 012 | 012CONT | 012NONP | Professional/Admin | 02, 52 |
| Superintendent | 013 | 013CONT | 013NONP | Professional/Admin | 03, 53 |
| Administrative | 014 | 014CONT | 014NONP | Professional/Admin | 04, 54 |
| Clerical | 015 | 015CONT | 015NONP | Support | 05, 55 |
| Lunchroom | 016 | 016CONT | 016NONP | Support | 06, 56 |
| Maintenance | 017 | 017CONT | 017NONP | Support | 07, 57 |
| Bus Driver | 018 | 018CONT | 018NONP | Bus Driver | 08, 58 |
| Mechanic | 019 | 019CONT | 019NONP | Support | 09, 59 |
| Other – Support Worker | 020 | 020CONT | 020NONP | Support | N/A |
| Firefighter | 021 | 021CONT | 021NONP | Professional/Admin | 11, 71 |
| Law Enforcement Officer | 022 | 022CONT | 022NONP | Professional/Admin | 10, 12, 70 |
| Nurse | 023 | 023CONT | 023NONP | Professional/Admin | |
| Physician’s Assistant | 024 | 024CONT | 024NONP | Professional/Admin | |
| Physician | 025 | 025CONT | 025NONP | Professional/Admin | |
| FLC Dual | 099 | 099CONT | Not Applicable | Professional/Admin | |

Position Status Codes

| <u>Status</u> | <u>Description</u> |
|---------------|--|
| 01 | Regular |
| 03 | Seasonal/Irregular |
| 04 | Temporary |
| 05 | Adjunct |
| 06 | Substitute Teacher (Retirees Only) |
| 08 | Ineligible to Contribute |
| 09 | Ineligible to Contribute and Ineligible for PEEHIP |

Work Schedule Codes – Defined by each District.

Type of Rate of Pay

| <u>Type</u> | <u>Description</u> |
|-------------|----------------------|
| 00 | Hourly (All Support) |
| 01 | Shifts (Bus Drivers) |
| 02 | Monthly |
| 03 | Yearly |

Type of Units Worked

| <u>Type</u> | <u>Description</u> |
|-------------|----------------------|
| 00 | Days |
| 01 | Shifts (Bus Drivers) |
| 02 | Hours (All Support) |
| 03 | Courses |

Enrollment End Reason Codes

| <u>Reason</u> | <u>Description</u> |
|---------------|------------------------------|
| 00 | Change in Contribution Group |
| 01 | Retirement |
| 02 | Death |
| 03 | Change in Position Status |
| 04 | Transfer |
| 05 | Hired in Error |
| 06 | Voluntary Termination |
| 07 | Involuntary Termination |
| 08 | Gross Misconduct |

LOA Status Codes

| <u>Status</u> | <u>Description</u> |
|---------------|----------------------|
| 00 | Not on Unpaid Leave |
| 01 | Unpaid FMLA |
| 02 | Unpaid Maternity |
| 03 | Unpaid Medical Leave |
| 04 | Unpaid Military |
| 05 | Unpaid Worker's Comp |
| 06 | Other Unpaid Leave |

Payroll Frequency

| <u>Status</u> | <u>Description</u> |
|---------------|--------------------|
| 00 | Monthly |
| 01 | Semi-Monthly |
| 02 | Bi-Weekly |
| 03 | Weekly |

Payment Reason

| <u>Code</u> | <u>Description</u> |
|-------------|--|
| 00 | Regular Pay |
| 01 | Lump Sum/Longevity and Other Pensionable Wages |
| 02 | Overtime |
| 03 | Contract Payoff |
| 04 | National Board Certification |
| 98 | Non-Pensionable Lump Sum/Longevity |
| 99 | Other Non-Pensionable Wages |