

Alaska State Reporting Guide

new world ERP – Human Resources: State Requirements



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INTRODUCTION

This guide provides instructions for the setup and creation of Alaska Retirement Personnel and Payroll files

VALIDATION SETS

Set Number	Name
580	Alaska PERS Contribution Type (new)
581	Alaska PERS Basis Type (new)
582	Alaska PERS Service Type (new)
583	AK Plan Code (existing)
584	AK PERS Occupational Code (existing)
585	Alaska PERS Event Type (new)

USER-DEFINED FIELDS

Record Type	Name	Data Type	Report
Employee Employment	AKPlanCode	Validation Set 583	PERS Report
Employee Employment	AKPERSOccupationalCode	Validation Set 584	PERS Report

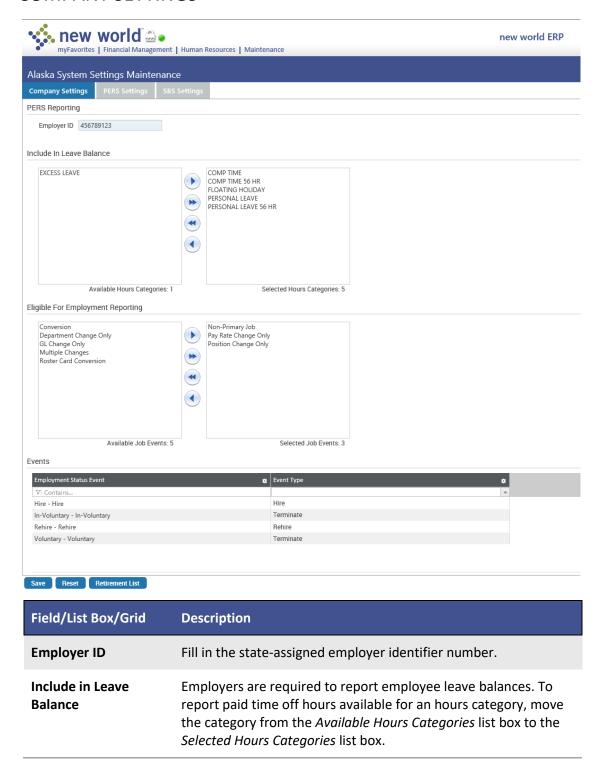
SYSTEM SETTINGS MAINTENANCE

To create your state retirement data, you need to perform additional setup on the Alaska System Settings Maintenance page. The setup includes employer information, leave hours balance, employment changes, events, the benefits and deductions used to calculate employee and employer contributions and the hours codes used to report service hours.

Navigate to **Human Resources > State Requirements > AK > System Settings Maintenance**. The Alaska System Settings Maintenance page opens. This page contains three tabs: **Company Settings**, **PERS Settings** and **SBS Settings**:



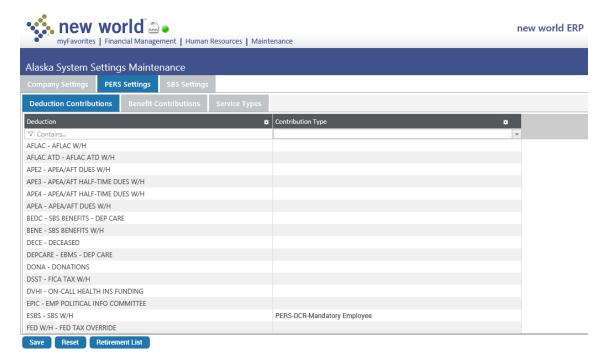
COMPANY SETTINGS





Field/List Box/Grid	Description
Eligible for Employment Reporting	Certain changes to an employee's employment record are required to be reported to AK PERS. To report these changes, move the appropriate job events from the <i>Available Job Events</i> list box to the <i>Selected Job Events</i> list box. Selected job events create an employment record detail during the create process.
Events	Changes to an employee's employment status are required to be reported. Use the Events grid to map your current employment status events to event types the Alaska retirement system has pre-defined as reportable. The <i>Event Type</i> column contains values from validation set <i>585-Alaska PERS Event Type</i> .

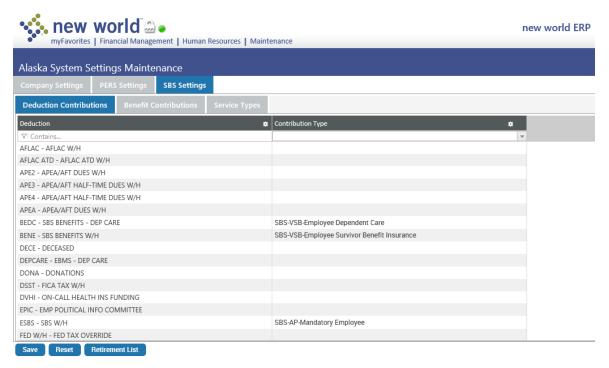
PERS SETTINGS



The PERS Settings tab contains three tabs: Deduction Contributions, Benefit Contributions and Service Types. The grid on the Deduction Contributions tab contains all deduction codes and associated contribution codes. The grid on the Benefit Contributions tab contains all benefit codes and associated contribution codes. The grid on the Service Types tab contains all hours codes and associated service type codes used for wage reporting for the PERS report.



SBS SETTINGS



The SBS Settings tab contains three tabs: Deduction Contributions, Benefit Contributions and Service Types. The grid on the Deduction Contributions tab contains all deduction codes and associated contribution codes. The grid on the Benefit Contributions tab contains all benefit codes and associated contribution codes. The grid on the Service Types tab contains all hours codes and associated service type codes used for wage reporting for the SBS report.

Note: If you do not report SBS contributions, you may skip the SBS Settings tab.

ALASKA RETIREMENT LIST

Once you have completed the setup, you are ready to create an on-screen work file of the retirement data that will be available for the Alaska PERS Report. This data may be reviewed and modified before it is transmitted to the state.

CREATE DATA

Navigate to **Human Resources > State Requirements > AK > Retirement List**. The Alaska Retirement List page opens:

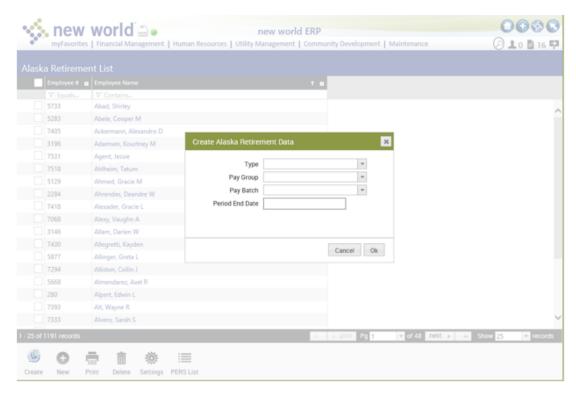




The grid on this page contains retirement data from the last time the work file was created, with each row in the grid corresponding to an employee record. If you are running this process for the first time, the grid will be empty.

Click the **Create** button. The Create Alaska Retirement Data dialog opens:





To accommodate times when a personnel file may need to be created and uploaded to the Alaska Retirement System prior to the upload of a payroll file, personnel and payroll files may be created independently of each other.

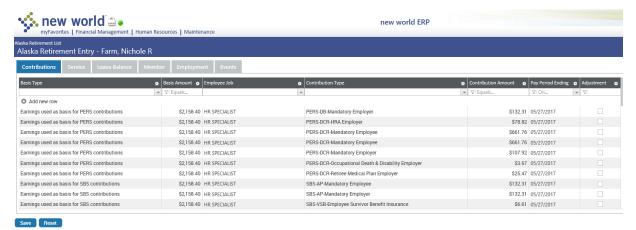
Field	Description
Туре	Select the type of data that will be created: Personnel Only , Payroll Only or Personnel and Payroll .
Pay Group Pay Batch	Select the pay group and batch for which payroll data will be collected. These selections are required when the <i>Type</i> is <i>Payroll Only</i> or <i>Personnel and Payroll</i> . When the <i>Type</i> is <i>Personnel Only</i> , leave these fields blank.
Period End Date	Fill in the end date of the 12-month period for which personnel data will be collected. This entry is required when the <i>Type</i> is <i>Personnel Only</i> or <i>Personnel and Payroll</i> . The format must be <i>MM/DD/YY</i> , with the forward slashes (/) included. When the type is <i>Payroll Only</i> , leave this field blank.



PAYROLL DATA

If you need to edit data for an employee, click the hyperlinked *Employee Name*. The Alaska Retirement Entry page opens. If you need to add an employee to the grid on the Alaska Retirement List page, click the **New** button at the bottom of the page. An Add Employee dialog opens, providing a field for selecting the employee.

The Alaska Retirement Entry page has six tabs that contain a combination of payroll data and member data:



The data used to create the payroll transmittal file consists of the following:

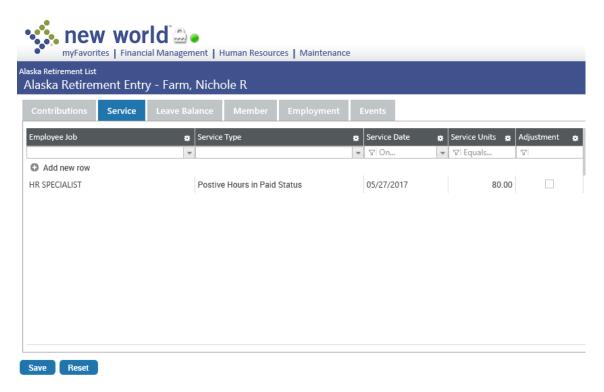
- Contributions
- Service
- Leave Balance

CONTRIBUTIONS

To edit a contribution record, select the appropriate row and fill in the details of a new retirement contribution record. To add a record, select the **+ Add new row** at the top of the grid and populate the values accordingly. To delete a row, hover over the row and click on the **X** at the far-right end of the row.



SERVICE



LEAVE BALANCE



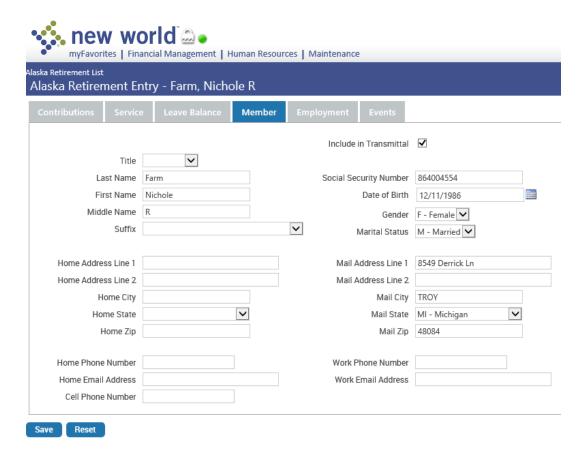


PERSONNEL DATA

The Alaska Retirement Entry page has six tabs that contain a combination of payroll data and member data. The data that used to create the personnel transmittal file consists of the following:

- Member
- Employment
- Events

MEMBER

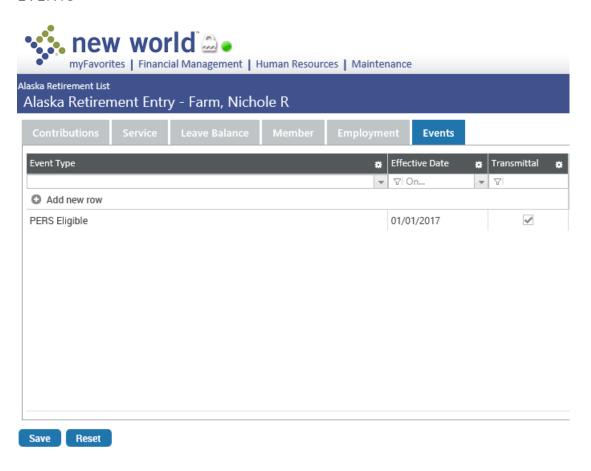




EMPLOYMENT



EVENTS





PRINT REPORTS AND TRANSMITTAL

To generate and display the Alaska Retirement Reports containing the latest retirement data, click the **Print** button at the bottom of the Alaska Retirement List page. A dialog appears with multiple report output options:



Field	Description
Report Type	Required. The available options are <i>Detail</i> and <i>Summary</i> . The <i>Detail</i> report displays all contributions, with the details of each contribution listed individually. The <i>Summary</i> report summarizes all the contributions into one line for each employee.
Transmittal Type	Required. Select whether the transmittal file data will be <i>Personnel Only</i> , <i>Payroll Only</i> or a combination of <i>Personnel and Payroll</i> .
Check Boxes	Select the check boxes next to the types of data you want to include on the PDF report. If no check box is selected, the report does not contain data. The transmittal reports selected during the print process always displays all the available data, regardless of the check boxes selected.

Only data present in the list pages is used to create retirement data reports.

If the create process was completed for personnel data only, the reports will contain personnel data only. If the process was completed for payroll data only, the retirement list will contain data for the payroll transmittal only, and the reports, therefore, will hold data within the payroll tabs only: **Contributions**, **Service** and **Leave Balance**.

Upon submitting the reporting data, the selected reports are generated and sent to myReports.



SAMPLE REPORT AND TRANSMITTAL OUTPUTS

PAYROLL SUMMARY



Alaska Retirement Listing Report Type - Summary Transmittal Type -

Employee	Basis Amount	Contributions	Service	Leave Balance
5727 Atha, Jaren G	2,381.60	2,128.42	80.0000	37.3700
7256 Farm, Nichole R	2,158.40	1,942.94	80.0000	72.0500
5432 Mensi, Asa M	2,265.60	2,035.29	80.0000	4.8800
Total Employees 3	6,805.60	6,106.65	240.0000	114.3000

PAYROLL DETAIL



Alaska Retirement Payroll Transmittal File

Report Type - Detail Transmittal Type - Personnel Only

Employee		Basis Amount	Contributions	Service	Leave Balance	
5727 Atha, Jaren G		2,381.60	2,128.42	80.0000	37.3700	
Contributions						
Employee Job	Basis Type	Amount Cor	ntribution Type		Amount	Adjustment
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions	-,	RS-DB-Mandatory Employe	r	145.99	
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions	•	RS-DCR-HRA Employer		78.82	
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	RS-DCR-Mandatory Employ		730.20	
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions		RS-DCR-Mandatory Employ		119.08	
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions	,	RS-DCR-Occupational Deat	,,	4.05	
LEGAL SECRETARY 2	Earnings used as basis for PERS contributions	•	RS-DCR-Retiree Medical Pla		28.10	
LEGAL SECRETARY 2	Earnings used as basis for SBS contributions		6-AP-Mandatory Employee		145.99	
LEGAL SECRETARY 2	Earnings used as basis for SBS contributions	2,381.60 SBS	6-AP-Mandatory Employer		145.99	
Service						
Employee Job	Type	Date	Hours Ad	justment		
LEGAL SECRETARY 2	Postive Hours in Paid Status	05/27/2017	80.00000			
Leave Balance						
Category	Balance					
COMP TIME	5.6300					
PERSONAL LEAVE	31.7372					
7256 Farm, Nichole R		2,158.40	1,942.94	80.0000	72.0500	
Contributions						
Employee Job	Basis Type	Amount Cor	ntribution Type		Amount	Adjustment
HR SPECIALIST	Earnings used as basis for PERS contributions	•	RS-DB-Mandatory Employe	r	132.31	
HR SPECIALIST	Earnings used as basis for PERS contributions	7	RS-DCR-HRA Employer		78.82	
HR SPECIALIST	Earnings used as basis for PERS contributions		RS-DCR-Mandatory Employ		661.76	
HR SPECIALIST	Earnings used as basis for PERS contributions	-,	RS-DCR-Mandatory Employ		107.92	
HR SPECIALIST	Earnings used as basis for PERS contributions	2,158.40 PEF	RS-DCR-Occupational Deat	h & Disability Employer	3.67	



PERSONNEL SUMMARY/DETAIL



Alaska Retirement Listing

Home Phone

Report Type - Summary Transmittal Type -

Employee 5727 Atha, Jaren G Member Information SSN **253-00-6712** Mail Address 2204 Wells St Home Address 2204 Wells St Date of Birth O5/20/1958 Gender Male Marital Status M TROY MI 48084 TROY MI 48084 Work Email Home Email Cell Phone Number Home Phone (327) 067-2439 Work Phone Events Type Rehire Effective Date 01/01/2017 7284 Balletto, Javion A Member Information SSN 239-00-4126 Date of Birth 04/26/1983 Gender Female Marital Status S Mail Address 9259 Drury Ln TROY MI 48084 Home Address Cell Phone Number Home Phone (327) 067-2439 Work Phone 7415 Banvelos, Skve D Member Information SSN 667-00-6981 Date of Birth 07/23/1982 Gender Male Marital Status M Cell Phone Number Mail Address 2306 Abemathy Rd TROY MI 48084 Home Address

Work Phone



PAYROLL TRANSMITTAL FILE

```
HDR,20170621110601,456789123,,,,,
PRI,2201711,20170621,V20170201,,,,
PGI,2201711,Jim B,20170527,20170602,
EPI,2201711,5432, Jim B,4.88,5226435,20170527,
BAS, 2201711, 5432, Conversion, 20170527, PER, 2265.60, N
BAS, 2201711, 5432, Conversion, 20170527, SBS, 2265.60, N
DCN, 2201711, 5432, Conversion, 20170527, 3570, N, 1389.24
DCN,2201711,5432,Conversion,20170527,3840,N,138.88
DCN, 2201711, 5432, Conversion, 20170527, 3950, N, 113.28
DCN,2201711,5432,Conversion,20170527,3952,N,3.85
DCN,2201711,5432,Conversion,20170527,3954,N,26.73
DCN, 2201711, 5432, Conversion, 20170527, 3955, N, 78.82
DCN,2201711,5432,Conversion,20170527,4000,N,138.88
DCN,2201711,5432,Conversion,20170527,4010,N,138.88
DCN,2201711,5432,Conversion,20170527,5506,N,6.73
SVC,2201711,5432,Conversion,20170527,PHP,80.00,N
PRI,2201711,20170621,V20170201,,,,
PGI,2201711,Jim B,20170527,20170602,,,
EPI,2201711,5727,Jim B,37.37,5226436,20170527,
BAS,2201711,5727,LEGAL SECR,20170527,PER,2381.60,N
BAS, 2201711, 5727, LEGAL SECR, 20170527, SBS, 2381.60, N
DCN,2201711,5727,LEGAL SECR,20170527,3570,N,1460.40
DCN,2201711,5727,LEGAL SECR,20170527,3840,N,145.99
DCN,2201711,5727,LEGAL SECR,20170527,3950,N,119.08
DCN,2201711,5727,LEGAL SECR,20170527,3952,N,4.05
DCN,2201711,5727,LEGAL SECR,20170527,3954,N,28.10
DCN,2201711,5727,LEGAL SECR,20170527,3955,N,78.82
DCN,2201711,5727,LEGAL SECR,20170527,4000,N,145.99
DCN,2201711,5727,LEGAL SECR,20170527,4010,N,145.99
SVC,2201711,5727,LEGAL SECR,20170527,PHP,80.00,N
```

PERSONNEL TRANSMITTAL FILE

