

Arizona Public Safety PRS Reporting Guide

new world ERP – Human Resources: State Requirements



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INTRODUCTION

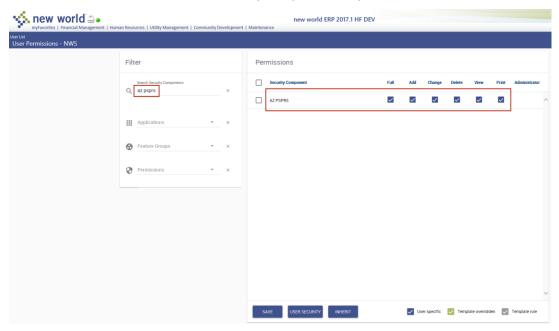
This guide provides instructions for the setup and creation of the Arizona Public Safety PRS (PSPRS) Report and transmittal file.

PERMISSIONS

Users need permission to two security components, *AZ PSPRS* and *Arizona System Settings Maintenance*:

AZ PSPRS

- 1. Navigate to Maintenance > new world ERP Suite > Security > Users. The User List page opens.
- 2. Select the user's row.
- 3. Click **Permissions**. The User Permissions page opens, containing a grid of security components and a filter panel.
- 4. In the *Search Security Components* filter, type *AZ PSPRS* (the entry is not case sensitive). The grid refreshes to contain the *AZ PSPRS* security component only:

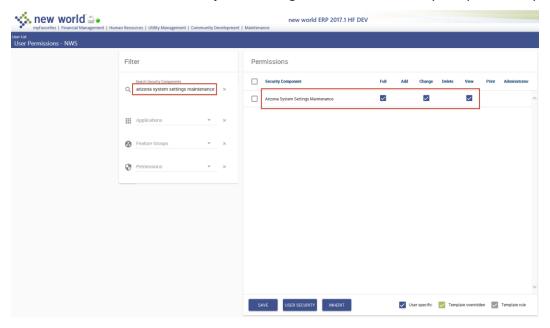


- 5. Make sure the *Add*, *Change* and *Delete* permissions are selected.
- 6. Click Save.
- 7. For the permissions to take effect, the user must log off and log back onto the system.



ARIZONA SYSTEM SETTINGS MAINTENANCE

1. In the *Search Security Components* filter, type *arizona system settings maintenance*. The grid refreshes to contain the *Arizona System Settings Maintenance* security component only:



- 2. Make sure the Full permission is selected.
- 3. Click Save.
- 4. For the permissions to take effect, the user must log off and log back onto the system.

SYSTEM SETTINGS MAINTENANCE

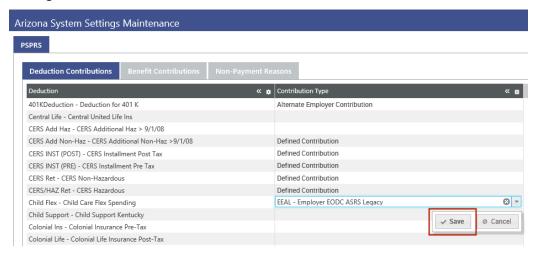
To create your state retirement data, you need to perform additional setup on the Arizona System Settings Maintenance page. The setup includes mapping deductions and benefits to contribution type codes and employment status events to type codes to report non-payments.

Navigate to Human Resources > State Requirements > AZ > System Settings Maintenance. The
Arizona System Settings Maintenance page for the PSPRS Report opens. This page contains three
tabs: Deduction Contributions, Benefit Contributions and Non-Payment Reasons:





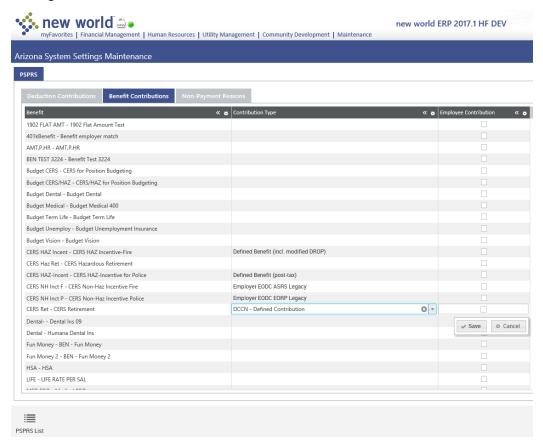
On the **Deduction Contributions** tab, map deductions to the appropriate contribution type codes, clicking the **Save** button after each selection:





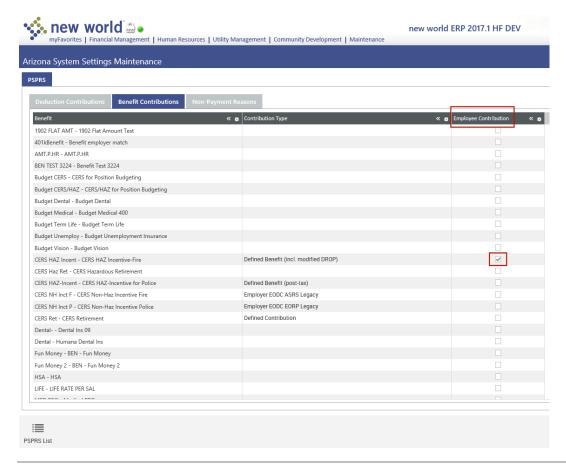
If you select a code by mistake, click the **X** on the right side of the cell to remove it from the cell.

3. On the **Benefit Contributions** tab, map benefits to the appropriate contribution type codes, clicking the **Save** button after each selection:



4. Select the *Employee Contribution* check box corresponding with each benefit that should be reported as an employee contribution:

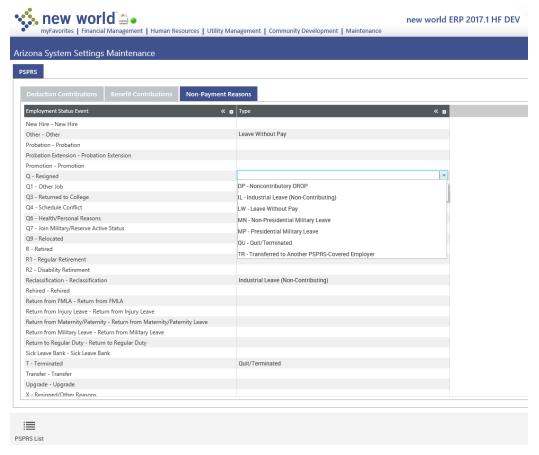




Note: It is possible not to have benefits that need to be selected as employee contributions.

5. On the **Non-Payment Reasons** tab, map employment status events to the appropriate types of non-payment reasons that PSPRS is having you report:





6. When an employee is to be reported as one of these statuses, create an event on the **Employment** tab in Workforce Administration, and select the appropriate *Employment Status Event* that is mapped here.

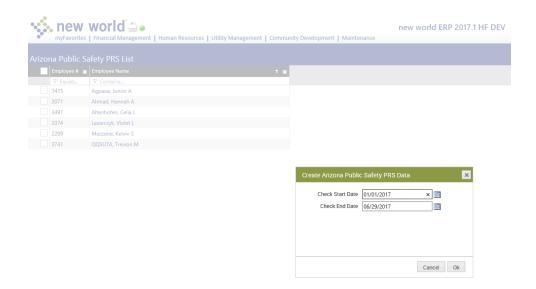
The create data process finds any employee who has an *Effective Date* on the **Employment Event** tab within the pay batch start and end dates, regardless of whether the employee was paid, and bring in the non-payment reason. Per PSPRS, any of these statuses may occur when an employee is being paid.

CREATE DATA

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

- Navigate to Human Resources > State Requirements > AZ > Public Safety PRS Report. The
 Arizona Public Safety PRS List page opens. The grid on this page contains 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.
- 2. Click **Create**. The Create Arizona Public Safety PRS Data dialog opens:

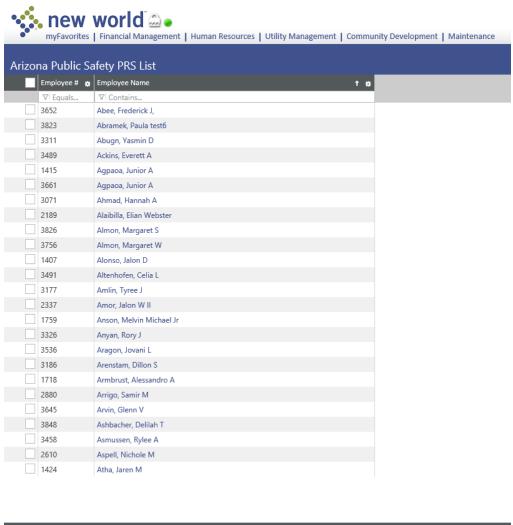






- 3. Select the *Check Start Date* and *Check End Date* of the date range to be reported.
- 4. Click **OK**. The create process finds all employees in pay batches that contain a check date that falls within the date range selected. It finds the earliest *Pay Start Date* and the latest *End Date* and pull any employee who was paid within the date range and has a benefit or deduction that matches the contribution code mapped in Arizona System Settings Maintenance. It also pulls any employee who may or may not have been paid and has a mapped benefit or deduction but has an *Effective Date* on the employment status event mapped to one of the non-payment reasons:





1 - 25 of 722 records

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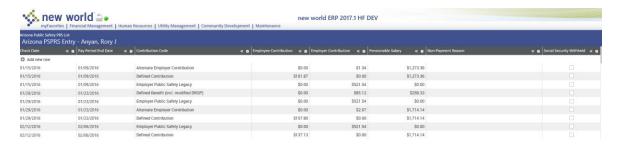
The bottom of the Arizona Public Safety PRS List page contains a series of buttons:

Button	Description
Create	Opens the Create Arizona Public Safety PRS Data dialog.
New	Opens the Add Employee dialog, giving you the <i>Employee</i> prompt to add an employee to the Arizona Public Safety PRS List.
Print	Runs the report and transmittal file that goes to myReports.



Button	Description
Delete	To delete one or more employees, select the check boxes next to the <i>Employee #</i> and click this button.
Settings	Takes you to the Arizona System Settings Maintenance page.
PSPRS	Takes you to the original Arizona PSPRS Report page to run the original version of the report.

Each employee name is a hyperlink to the Arizona PSPRS Entry page. This page contains the information that goes in the transmittal file:

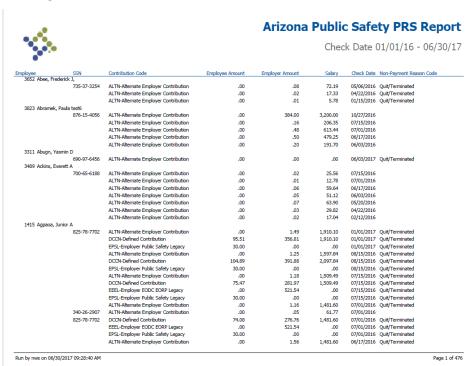


These rows may be modified or deleted.



SAMPLE REPORT

First Page



Last Page Containing Final Totals

					Chec	:k Date 01/01/16 - 06/30
Employee	SSN	Contribution Code	Employee Amount	Employer Amount	Salary	Check Date Non-Payment Reason Code
		DCCN-Defined Contribution	148.11	.00	1,851.40	03/11/2016
		EEEL-Employer EODC EORP Legacy	.00	521.54	.00	03/11/2016
		ALTN-Alternate Employer Contribution		2.21	1,851.40	02/26/2016
		DBCN-Defined Benefit (incl. modified DROP)	.00	85.12	258.33	02/26/2016
		DCCN-Defined Contribution	168.78	.00	1,851.40	02/26/2016
		EEEL-Employer EODC EORP Legacy	.00	521.54	.00	02/26/2016
		ALTN-Alternate Employer Contribution	.00	2.40	1,375.32	02/12/2016
		DCCN-Defined Contribution	110.03	.00	1,375.32	02/12/2016
		EEEL-Employer EODC EORP Legacy	.00	521.54	.00	02/12/2016
		ALTN-Alternate Employer Contribution	.00	2.21	1,851.40	01/29/2016
		DBCN-Defined Benefit (incl. modified DROP)	.00	85.12	258.33	01/29/2016
		DCCN-Defined Contribution EEEL-Employer EODC EORP Legacy	168.78 .00	.00 521,54	1,851.40	01/29/2016 01/29/2016
		ALTN-Alternate Employer Contribution	.00	1.94	1,851,40	01/15/2016
		DCCN-Defined Contribution	148.11	.00	1,851.40	01/15/2016
		EEEL-Employer EODC EORP Legacy	.00	521.54	.00	01/15/2016
Final Totals		Contribution Code	Employee Amount	Employer Amount	Total An	nount
		ALTN - Alternate Employer Contribution	.00	10,338.77		38.77
		DBCN - Defined Benefit (incl. modified DROP)	.00	41,152.17	41,15	52.17
		DBCT - Defined Benefit (post-tax)	.00	43,294.53	43,29	94.53
		DCCN - Defined Contribution	611,375.42	652,441.33	1,263,81	16.75
		EEEL - Employer EODC EORP Legacy	.00	761,155.78	761,15	55.78
		EPSL - Employer Public Safety Legacy	126,650.00	897,098.34	1,023,74	48.34
		PDAT - Payroll Deduction Agreement	22,509.22	.00		09.22
Total Employees 547		Total Contribution Types 7	760,534,64	2,405,480,92	3,166,01	



SAMPLE TRANSMITTAL FILE

QYW0ER94 - Notepad								-	×
Elle Edit Format View Help EPSLHannah	А		Ahmad	473555936N	0.00	343.8507/09/201607/15/2016	0.000U		_
ALTNHannah	Ã		Ahmad	473555936N	0.00	1.6706/25/201607/01/2016	2145.340U		- 8
DCCNHannah	7		Ahmad	473555936N	171.63	0.0006/25/201607/01/2016	2145.340U		
EPSI.Hannah	7		Ahmad	473555936N	0.00	343.8506/25/201607/01/2016	0.0000		
Al TNHannah	Ω		Ahmad	473555936N	0.00	2.0506/11/201606/17/2016	1696,290U		
DBCTHannah	Δ		Ahmad	473555936N	0.00	85.1306/11/201606/17/2016	258.370U		
DCCNHannah	Δ		Ahmad	473555936N	156.37	0.0006/11/201606/17/2016	1696.29QU		
FPSI Hannah	Δ		Ahmad	473555936N	0.00	343,8506/11/201606/17/2016	0.000U		
ALTNHannah	Δ		Ahmad	473555936N	0.00	1.8205/28/201606/03/2016	1736.940U		
DCCNHannah	Δ		Ahmad	473555936N	138.96	0.0005/28/201606/03/2016	1736.94QU		
EPSLHannah	Δ		Ahmad	473555936N	0.00	343.8505/28/201606/03/2016	0.000U		
ALTNHannah	Δ		Ahmad	473555936N	0.00	2.3205/14/201605/20/2016	1948.270U		
DBCTHannah	Δ		Ahmad	473555936N	0.00	85.1205/14/201605/20/2016	258.330U		
DCCNHannah	Δ		Ahmad	473555936N	176.53	0.0005/14/201605/20/2016	1948.270U		
EPSLHannah	Δ		Ahmad	473555936N	0.00	343.8505/14/201605/20/2016	0.000U		
ALTNHannah	A		Ahmad	473555936N	0.00	2.0004/30/201605/06/2016	1907.640U		
DCCNHannah	A		Ahmad	473555936N	152.61	0.0004/30/201605/06/2016	1907.640U		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8504/30/201605/06/2016	0.000U		
ALTNHannah	A		Ahmad	473555936N	0.00	2.0004/16/201604/22/2016	1650.320U		
DBCTHannah	A		Ahmad	473555936N	0.00	85.1204/16/201604/22/2016	258.330U		
DCCNHannah	A		Ahmad	473555936N	152.70	0.0004/16/201604/22/2016	1650.320U		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8504/16/201604/22/2016	0.000U		
ALTNHannah	A		Ahmad	473555936N	0.00	2,1104/02/201604/08/2016	2013.310U		
DCCNHannah	A	1	Ahmad	473555936N	161.06	0.0004/02/201604/08/2016	2013.310U		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8504/02/201604/08/2016	0.00QU		
ALTNHannah	A		Ahmad	473555936N	0.00	2.0303/19/201603/25/2016	1680.600U		
DBCTHannah	A		Ahmad	473555936N	0.00	85.1203/19/201603/25/2016	258.330U		
DCCNHannah	A		Ahmad	473555936N	155.12	0.0003/19/201603/25/2016	1680.600U		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8503/19/201603/25/2016	0.000U		
ALTNHannah	A		Ahmad	473555936N	0.00	1.8803/05/201603/11/2016	1793.810U		
DCCNHannah	A		Ahmad	473555936N	143.50	0.0003/05/201603/11/2016	1793.810U		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8503/05/201603/11/2016	0.00QU		
ALTNHannah	A		Ahmad	473555936N	0.00	2.0402/20/201602/26/2016	1681.97QU		
DBCTHannah	A		Ahmad	473555936N	0.00	85.1202/20/201602/26/2016	258.33QU		
DCCNHannah	A		Ahmad	473555936N	155.23	0.0002/20/201602/26/2016	1681.97QU		
EPSLHannah	A		Ahmad	473555936N	0.00	343.8502/20/201602/26/2016	0.00QU		
ALTNHannah	A		Ahmad	473555936N	0.00	1.9802/06/201602/12/2016	1883.25QU		

