

Arkansas State Requirements

User Guide



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Printed in the United States of America



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CHAPTER

REPORTS

Overview

This chapter provides detailed window and field information for Minnesota state requirement reports. Use these reports as guides for state remittances. For more information about these remittances, please refer to the following Web site:

http://www.arkansas.gov

A NOTE:

The reports described in this chapter require that benefit groups and hour codes are set up in Human Resources Maintenance.

- 1 "Arkansas Retirement Report" on page 1-2 enables authorized users to select the information that appears on the Arkansas Retirement Report and submit it to myReports.
- **2** "Arkansas Quarterly Tax and Wage Report" on page 1-7 enables authorized users to select the information that appears on the Arkansas Quarterly Tax and Wage Report and submit it to **myReports**.
- **3** "Arkansas Police and Fire Pension Report" on page 1-11 enables authorized users to select the information that appears on the Arkansas Police and Fire Pension Report and submit it to **myReports**.



Arkansas Retirement Report

The "Arkansas Retirement Report," accessed from the Human Resources menu (Human Resources > State Requirements > AR > PERS), enables authorized users to select the information that appears on the Arkansas Retirement Report and submit it to myReports. For a description of the procedures that can be performed on this page, please refer to Chapter 2, "Procedures."



Entry Control Descriptions

Table 1.1 "Arkansas Retirement Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <black>.</black>
From Date	This control is required. Enter the first date for which the report should be run.
To Date	This control is required. Enter the last date for which the report should be run.
Department	This control is required. Enter the number of the department for which the report should be run.

Benefit Tab

As the default visible tab of the "Arkansas Retirement Report" page, the "Benefit" tab enables users to specify the benefits to include on the report. This tab is shown as the default under "Arkansas Retirement Report."



Benefit Tab Entry Control Descriptions

Table 1.2 "Arkansas Retirement Report" Benefit Tab Controls

Control	Description
Available Benefits	This control displays all benefits to which the user has authority. Users may use Ctrl+Click to select multiple benefits or Shift+Click to select a range of benefits.
Selected Benefits	This control displays all benefits that have been selected to include on the listing. At least one benefit must be selected. Users may use Ctrl+Click to select multiple benefits or Shift+Click to select a range of benefits.

Benefit Group Tab Command Buttons

Table 1.3 "Arkansas Retirement Report" Benefit Tab Command Buttons

Button	Description
Add	This button moves all selected benefits in the <i>Available Benefits</i> multi-select textbox to the <i>Selected Benefits</i> multi-select textbox. If no benefits are listed in the <i>Available Benefits</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all benefits from the <i>Available Benefits</i> multi-select textbox to the <i>Selected Benefits</i> multi-select textbox. If no benefits are listed in the <i>Available Benefits</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected benefits from the <i>Selected Benefits</i> multi-select textbox to the <i>Available Benefits</i> multi-select textbox. If no benefits are listed in the <i>Selected Benefits</i> multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all benefits from the <i>Selected Benefits</i> multi-select textbox to the <i>Available Benefits</i> multi-select textbox. If no benefits are listed in the <i>Selected Benefits</i> multi-select textbox, the Remove All command button is disabled.

Hour Codes Tab

The "Hour Codes" tab on the "Arkansas Retirement Report" page enables users to specify the hour codes to include on the report.





Hour Codes Tab Control Descriptions

 Table 1.4
 "Arkansas Retirement Report" Hour Codes Tab Controls

Control	Description
Available Hour Code(s)	This control displays all hour codes to which the user has authority. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
Selected Hour Code(s)	This control displays all hour codes that have been selected to include on the listing. At least one hour code must be selected. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.

Hour Codes Tab Command Buttons

Table 1.5 "Arkansas Retirement Report" Hour Codes Tab Command Buttons

Button	Description
Add	This button moves all selected hour codes in the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all hour codes from the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the Remove All command button is disabled.

Command Buttons

Table 1.6 "Arkansas Retirement Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Arkansas Retirement Report" to myReports.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.



Table 1.6 "Arkansas Retirement Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When OK is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Arkansas Retirement Report" page, the report provides users with information detailing retirement information for employees. Data on the report is sorted by *Social Security Number* and includes all employees who have the selected benefit(s) within the selected date range. A sample report appears below.

			Ne	ew World Systen	ns				
			Arkans	sas PERS	Report				
			From Date:	01/01/2004 - To Date	: 12/31/2004				
Status	Name of Employee	Department	SSN	Earnings	Contributions	Birth Month	Birth Day	Birth Year	Sex
	Ybarra , James	1	019-27-6211	\$364.00	\$0.00	3	9	1981	Male
	Burton , Jack	1	383-38-3383	\$1,112.00	\$0.00	2	3	1964	Male
	Denver , Robert	1	456-85-9546	\$1,248.12	\$0.00	2	3	1964	Male
	Altair, Devon	1	748-98-4651	\$694.60	\$0.00	2	3	1964	Male
N	lves , Sam	1	798-79-8798	\$4,000.00	\$0.00	12	12	1982	Male
	Brandon , Allen	1	887-89-7546	\$685.40	\$0.00	2	3	1964	Male
N	Straith , Violey	1	929-19-9666	\$2,271.75	\$0.00	3	15	1957	Femal
N:	Wieck, lan	1	929-35-9044	\$1,686.15	\$0.00	6	1	1986	Male
N	Cox, Lee	1	929-75-9211	\$1,379.25	\$0.00	11	28	1984	Male
	Fasig , Judy	1	929-85-5622	\$11,103.80	\$6,200.32	11	23	1960	Femal
	Aussem , Jamie	1	939-00-5266	\$0.00	\$0.00	2	20	1956	Male
	Hargis , Lori	1	939-00-5288	\$2,238.60	\$0.00	3	1	1955	Femal
	Etnire , Susan	1	939-00-5833	\$19,411.56	\$1,973.97	11	18	1960	Femal
	Bower , James	1	939-00-7222	\$19,282.40	\$6,745.95	8	13	1976	Male
N	Armstrong , Benjamin	1	939-01-7455	\$5,344.64	\$1,510.09	11	5	1968	Male
	Flanagan , Jessica	1	939-01-7611	\$0.00	\$0.00	6	21	1982	Femal
	Heise , William	1	939-01-7811	\$18,615.09	\$4,673.59	11	2	1975	Male
	Flanagan , Lindsay	1	939-01-8299	\$0.00	\$0.00	12	24	1983	Femal
	Olson , Kristin	1	939-02-6044	\$18,693.50	\$7,076.83	5	15	1970	Femal
	Russell , Kendra	1	939-02-6222	\$15,648.56	\$6,318.20	10	23	1960	Femal
	Fathauer, Robert	1	939-02-6611	\$24,938.94	\$13,756.24	10	23	1969	Male
N	Miller , Vanessa	1	939-02-6633	\$220.00	\$0.00	10	10	1960	Femal
	Giordano , Mark	1	939-02-6822	\$15,777.42	\$4,332.28	4	8	1966	Male
N	Myers , Sarah	1	939-02-8033	\$54.00	\$0.00	2	2	1981	Femal
N	GRAZIANO, David Preston	1	939-02-8055	\$12,807.66	\$1,686.69	11	10	1977	Male

Report Fields

Table 1.7 "Arkansas Retirement Report" Fields

Column	Description
SSN	This column displays the Social Security Number of the employee.
Employee Number	This column dispiays the number that identifies the employee in the system.
Employee Name	This column displays the name of the employee.

Reports

Arkansas Retirement Report



Table 1.7 "Arkansas Retirement Report" Fields (continued)

Column	Description
Gross Pay	This column displays the sum of selected hours codes.
Benefit Amount	This column displays the sum of selected benefits.



Arkansas Quarterly Tax and Wage Report

The "Arkansas Quarterly Tax and Wage Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > AR > Quarterly Wage Report), enables authorized users to select the information that appears on the Arkansas Quarterly Tax and Wage Report and submit it to myReports. For a description of the procedures that can be performed on this page, please refer to Chapter 2, "Procedures."



Entry Control Descriptions

Table 1.8 "Arkansas Quarterly Tax and Wage Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is Standard St
Submission Period	This section groups submission period information for the report.
Quarter	This control is required. Select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
Year	This control is required. Specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
Taxable Wage Limit	This control is required. Specify the taxable wage limit for which you want to run the report. This control is required. The <i>Taxable Wage Limit</i> acceptable range is \$0.01 through \$9,999,999.99.
State ESD Account Number	This control is required. Specify the transmitter's state employment security department account number for the report. This control is required. This number is assigned to the employer by the State of Arkansas. It may contain nine digits.



Table 1.8 "Arkansas Quarterly Tax and Wage Report" Controls (continued)

Control	Description
Available Hour Code(s)	This control displays all hour codes to which the user has authority. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
Selected Hour Code(s)	This control displays all hour codes that have been selected to include on the listing. At least one hour code must be selected. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.

Hour Codes Command Buttons

Table 1.9 "Arkansas Quarterly Tax and Wage Report" Hour Codes Tab Command Buttons

Button	Description
Add	This button moves all selected hour codes in the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all hour codes from the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the Remove All command button is disabled.

Command Buttons

Table 1.10 "Arkansas Quarterly Tax and Wage Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Arkansas Quarterly Tax and Wage Report" to myReports . A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.



Table 1.10 "Arkansas Quarterly Tax and Wage Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When OK is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Arkansas Quarterly Tax and Wage Report" page, the report provides users with information detailing the gross quarterly wages paid to each employee, and the employee's hours worked. Use this report as a guide for preparing the Arkansas Quarterly Tax and Wage Report. A sample report appears below.

		Arkansas	Quart	ew World Sy erly Ta: 01/01/2005 - To	x and		Report			
SSN	Employee Name	Address	City	State Zip	Hire	d Terminated	Unemployment U Total Wages T			State Withheld Tax
383-38-33	83 Burton , Jack	3020 Leonard	BLOOM	MINGTON AR	47401	6 / 2002	\$1,390.00	\$1,390.00	\$0.00	\$0.00
	Employee Count:	1				Total:	\$1,390.00	\$1,390.00	\$0.00	\$0.00

Report Fields

Table 1.11 "Arkansas Quarterly Tax and Wage Report" Fields

Column	Description
SSN	This column displays the Social Security Number of the employee.
Employee Name	This column displays the name of the employee.
Address	This column displays the employee's street address.
City	This column displays the city where the employee lives.
State	This column displays the state where the employee lives.
Zip	This column displays the postal code for the employee's city.
Hired	This column displays the date the employee was hired.
Terminated	This column displays the date the employee was terminated. It is blank if the employee is still employed.
Unemployment Total Wages	This column displays the total unemployment wages paid to the employee for the quarter selected.
Unemployment Taxable Wages	This column displays the unemployment taxable wages paid to the employee for the quarter selected.

Reports

Arkansas Quarterly Tax and Wage Report



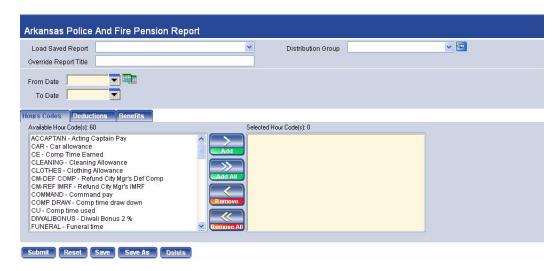
Table 1.11 "Arkansas Quarterly Tax and Wage Report" Fields (continued)

Column	Description
State Taxable Wages	This column displays the state taxable wages paid to the employee for the quarter selected.
State Withheld Tax	This column displays the state tax withheld for the employee for the quarter selected.



Arkansas Police and Fire Pension Report

The "Arkansas Police and Fire Pension Report," accessed from the Human Resources menu (Human Resources > State Requirements > AR > Police and Fire Pension Report), enables authorized users to select the information that appears on the Arkansas Police and Fire Pension Report and submit it to myReports. For a description of the procedures that can be performed on this page, please refer to Chapter 2, "Procedures."



Entry Control Descriptions

Table 1.12 "Arkansas Police and Fire Pension Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is slank>.
Override Report Title	This control contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This is the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
From Date	This control is required. Enter the first date for which the report should be run.
To Date	This control is required. Enter the last date for which the report should be run.

Hours Codes Tab

As the default visible tab of the "Arkansas Retirement Report" page, the "Hours Codes" tab enables users to specify the hours codes to include on the report.



Hours Codes Tab Control Descriptions

Table 1.13 "Arkansas Police and Fire Pension Report" Hour Codes Tab Controls

Control	Description
Available Hour Code(s)	This control displays all hours codes to which the user has authority. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
Selected Hour Code(s)	This control displays all hours codes that have been selected to include on the listing. At least one hours code must be selected. Users may use Ctrl+Click to select multiple hours codes or Shift+Click to select a range of hours codes.

Hours Codes Tab Command Buttons

Table 1.14 "Arkansas Police and Fire Pension Report" Hour Codes Tab Command Buttons

Button	Description
Add	This button moves all selected hours codes in the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hours codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all hours codes from the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hours codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected hours codes from the <i>Selected Hour Code(s)</i> multi-select textbox to the <i>Available Hour Code(s)</i> multi-select textbox. If no hours codes are listed in the <i>Selected Hour Code(s)</i> multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all hours codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hours codes are listed in the Selected Hour Code(s) multi-select textbox, the Remove All command button is disabled.

Deductions Tab

The "Deductions" tab on the "Arkansas Police and Fire Pension Report" page enables users to specify the deduction codes to include on the report.





Deductions Tab Control Descriptions

Table 1.15 "Arkansas Police and Fire Pension Report" Deductions Tab Controls

Control	Description
Available Deduction Codes	This control displays all deduction codes to which the user has authority. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.
Selected Deduction Codes	This control displays all deduction codes that have been selected to include on the listing. At least one deduction code must be selected. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.

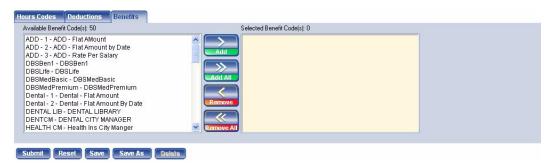
Deductions Tab Command Buttons

Table 1.16 "Arkansas Retirement Report" Deductions Tab Command Buttons

Button	Description
Add	This button moves all selected deduction codes in the <i>Available Deduction Codes</i> multi-select text-box to the <i>Selected Deduction Codes</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Codes</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all deduction codes from the <i>Available Deduction Codes</i> multi-select textbox to the <i>Selected Deduction Codes</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Codes</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected deduction codes from the <i>Selected Deduction Codes</i> multi-select text-box to the <i>Available Deduction Codes</i> multi-select textbox. If no deduction codes are listed in the <i>Selected Deduction Codes</i> multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all deduction codes from the Selected Deduction Codes multi-select textbox to the Available Deduction Codes multi-select textbox. If no deduction codes are listed in the Selected Deduction Codes multi-select textbox, the Remove All command button is disabled.

Benefits Tab

The "Benefits" tab enables users to specify the benefit codes to include on the report.





Benefits Tab Entry Control Descriptions

Table 1.17 "Arkansas Police and Fire Pension Report" Benefits Tab Controls

Control	Description
Available Benefit Codes	This control displays all benefit codes to which the user has authority. Users may use Ctrl+Click to select multiple benefit codes or Shift+Click to select a range of benefit codes.
Selected Benefit Codes	This control displays all benefit codes that have been selected to include on the listing. At least one benefit code must be selected. Users may use Ctrl+Click to select multiple benefit codes or Shift+Click to select a range of benefit codes.

Benefits Tab Command Buttons

Table 1.18 "Arkansas Police and Fire Pension Report" Benefits Tab Command Buttons

Button	Description
Add	This button moves all selected benefit codes in the <i>Available Benefit Codes</i> multi-select textbox to the <i>Selected Benefit Codes</i> multi-select textbox. If no benefit codes are listed in the <i>Available Benefit Codes</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all benefit codes from the <i>Available Benefit Codes</i> multi-select textbox to the <i>Selected Benefit Codes</i> multi-select textbox. If no benefit codes are listed in the <i>Available Benefit Codes</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected benefit codes from the Selected Benefit Codes multi-select textbox to the Available Benefit Codes multi-select textbox. If no benefit codes are listed in the Selected Benefit Codes multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all benefit codes from the Selected Benefit Codes multi-select textbox to the Available Benefit Codes multi-select textbox. If no benefit codes are listed in the Selected Benefit Codes multi-select textbox, the Remove All command button is disabled.

Command Buttons

Table 1.19 "Arkansas Police and Fire Pension Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Arkansas Police and Fire Pension Report" to myReports . A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.



Table 1.19 "Arkansas Police and Fire Pension Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When OK is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Arkansas Police and Fire Pension Report" page, the report provides users with information about the pensions paid to police officers and fire fighters. Totals are given at the end of the report for all amount columns. Data on the report is sorted by *Employee Name*. A sample report appears below.

		New World System	ns		
		Arkansas Police and Fire	Pension Repo	rt	
		From Date: 01/01/2004 - To Dat			
imployee Vumber	Employee Name	Current Wages	Employee Contributions	Employer Contributions	Employee Yearl Contribution
	Armstrong , Benjamin	\$5,344.64	\$1,510.09	\$1,170.15	\$1,510.0
	Arnold , Bryan	\$18,214.49	\$6,376.97	\$1,201.28	\$6,376.9
	Bailey , Kevin	\$23,436.48	\$2,598.31	\$3,910.62	\$2,598.3
	Baker, Douglas S	\$20,063.12	\$6,248.59	\$4,076.48	\$6,248.5
	Baker, Georgia	\$13,709.26	\$1,841.64	\$2,410.46	\$1,841.6
	Ball , Carl	\$20,107.89	\$3,567.25	\$2,974.79	\$3,567.2
	Ballard , Paul	\$21,858.04	\$12,010.20	\$3,654.74	\$12,010.2
	Barber , George	\$27,923.54	\$5,653.78	\$4,769.76	\$5,653.7
	Barr , Mark	\$20,727.02	\$5,016.41	\$1,770.79	\$5,016.4
	Beason , Mathew	\$15,469.03	\$6,703.95	\$3,473.26	\$6,703.9
	Beltz , John	\$22,460.50	\$15,126.40	\$2,108.91	\$15,126.4
	Bennett , Charles	\$22,224.43	\$7,556.64	\$1,770.79	\$7,556.6
	Bennett , James	\$21,624.97	\$9,869.13	\$1,229.00	\$9,869.1
	Blevins , Matthew	\$19,866.30	\$4,805.75	\$1,201.28	\$4,805.7
	Bonner, Greg	\$26,019.44	\$6,887.47	\$5,111.17	\$6,887.4
	Bosler , Janet	\$10,000.88	\$4,342.76	\$2,759.60	\$4,342.7
	Bower , James	\$19,282.40	\$6,745.95	\$1,201.28	\$6,745.9
	Bridgeforth , Zachariah	\$19,220.31	\$11,863.70	\$2,108.91	\$11,863.7
	Brownson , Curtis	\$38,823.12	\$8,138.41	\$6,240.54	\$8,138.4
	Bnyan , Brent	\$18,088.75	\$8,490.24	\$2,147.43	\$8,490.2
	Buerster , Ronald	\$15,641.01	\$4,813.51	\$3,106.41	\$4,813.5
	Buescher, Jeanette	\$17,350.06	\$1,672.79	\$3,066.48	\$1,672.7
	Butler , David	\$21,842.72	\$10,324.79	\$2,108.91	\$10,324.7
	Cain, Quincy	\$29,868.84	\$7,056.41	\$4,477.86	\$7,056.4

Report Fields

Table 1.20 "Arkansas Quarterly Tax and Wage Report" Fields

Column	Description
Employee Number	This column displays the number that identifies the employee in the system.
Employee Name	This column displays the name of the employee.
Current Wages	This column displays the current wages paid to the employee.
Employee Contribution	This column displays the employee's current contribution.

Reports

Arkansas Police and Fire Pension Report



Table 1.20 "Arkansas Quarterly Tax and Wage Report" Fields (continued)

Column	Description
Employer Contribution	This column displays the employer's current contributions.
Employee Yearly Contribution	This column displays the employee's yearly contribution.

PROCEDURES

Overview

This chapter provides a step-by-step guide to reporting features. It details the following procedures:

- "Saving Report Settings"
- "Loading a Saved Report"
- "Printing a Report"

For information on specific reports and submitting reports, please see Chapter 1, "Reports."



Saving Report Settings

Use this procedure to save report settings for future use.

- 1 From the **Human Resources** > **State Requirements** > **AR** > [Report Name] menu, select the report for which you want to save report settings. The report page displays.
- **2** Complete the controls for the report you selected as detailed in Chapter 1, "Reports."
- **3** Click the **Save** button to automatically save changes to an existing report template.

-OR-

Click the **Save As** button to save a new report template. A dialog similar to the following displays:



- **4** Enter a unique name for the report template in the *Please enter a new report criteria name* control.
- 5 Click OK.

The report settings are now saved for future use. For more information on loading a save report, please refer to the "Loading a Saved Report" topic.



Loading a Saved Report

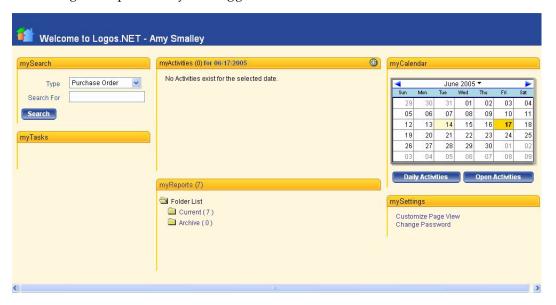
Use this procedure to load saved settings for the selected report.

- 1 From the **Human Resources** > **State Requirements** > **AR** > [Report Name] menu, select the report for which you want to load a saved report. The report page displays.
- **2** Select the name of the previously saved report template, from the *Load Saved Report* control.
 - The controls update to display the saved report settings.
- 3 Make the necessary changes to the template or submit the report to myReports.



Printing a Report

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.

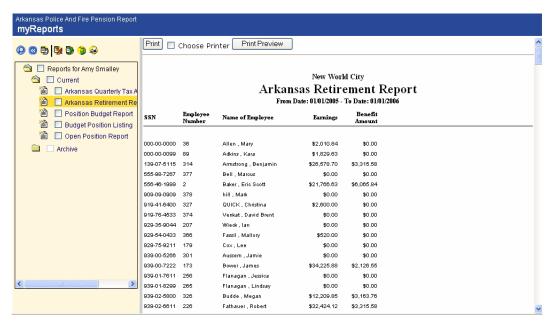


When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:





The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:



To print the report, click the **Print** button.

Procedures

Printing a Report

