Logos®.NET

Public Administration Software

Colorado State Requirements

User Guide

New World Systems®

The Public Sector Software Company

Contents

1

REPORTS

Overview

This chapter provides detailed window and field information for Colorado 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.colorado.gov

NOTE:

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

1 "CCOERA Report" on page 1-2 enables authorized users to select the information that appears on the Colorado County Officials and Employees Retirement Report and submit it to **myReports**.

2 "Colorado Quarterly Wage Report" on page 1-9 enables authorized users to select the information that appears on the Colorado Quarterly Tax and Wage Report and submit it to **myReports**.

CCOERA Report

The "CCOERA Report," accessed from the Human Resources menu (**Human Resources > State Requirements > CO > CCOERA Report**), enables authorized users to select the information that appears on the Colorado County Officials and Employees 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   "CCOERA 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 <blank>.
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	Enter the number of the department for which the report should be run. The report results will return all departments if this control is left blank.

Mandatory Contribution Tab

As the default visible tab of the "CCOERA Report" page, the "Mandatory Contributions" tab enables users to specify the deduction codes for mandatory contributions to include on the report. This tab is shown as the default under "CCOERA Report."

Mandatory Contribution Tab Entry Control Descriptions

Table 1.2 "CCOERA Report" Mandatory Contributions 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.

Mandatory Contribution Tab Command Buttons

Table 1.3 "CCOERA Report" Mandatory Contributions Tab Command Buttons

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

Voluntary Contribution Tab

As a tab of the "CCOERA Report" page, the "Voluntary Contributions" tab enables users to specify the deduction codes for voluntary contributions to include on the report.

Voluntary Contribution Tab Entry Control Descriptions

Table 1.4   "CCOERA Report" Voluntary Contributions 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.

Voluntary Contribution Tab Command Buttons

Table 1.5   "CCOERA Report" Voluntary Contributions Tab Command Buttons

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

Backfund Contribution Tab

As a tab of the "CCOERA Report" page, the "Backfund Contributions" tab enables users to specify the deduction codes for backfund contributions to include on the report.

Backfund Contribution Tab Entry Control Descriptions

Table 1.6   "CCOERA Report" Backfund Contributions 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.

Backfund Contribution Tab Command Buttons

Table 1.7   "CCOERA Report" Backfund Contributions Tab Command Buttons

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

Deferred Compensation Contribution Tab

As a tab of the "CCOERA Report" page, the "Deferred Compensation Contributions" tab enables users to specify the deduction codes for deferred compensation contributions to include on the report.

Deferred Compensation Contribution Tab Entry Control Descriptions

Table 1.8   "CCOERA Report" Deferred Compensation Contributions 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 list-ing. 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.

Deferred Compensation Contribution Tab Command Buttons

Table 1.9   "CCOERA Report" Deferred Compensation Contributions Tab Command Buttons

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

Command Buttons

Table 1.10 "CCOERA Report" Command Buttons

Button	Description
Submit	This button automatically sends the "CCOERA 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 *From Date* 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 *From Date* control. This button is hidden if the user does not have the appropriate security permissions.

Table 1.10 "CCOERA 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 *From Date* control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* 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 *From Date* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "CCOERA 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 for the date range selected. A sample report appears below.

City of Logos
Colorado County Officials and Employees Retirement Report
From Date: 01/01/2004 - To Date: 12/31/2004

SSN	Department	Mandatory Cotribution	After-Tax Contribution	Backfund Contribution	Deffered Comp. Contribution	Name
919-58-7077		$4,968.90	$4,968.90	$4,968.90	$4,968.90	Soucy, Abraham
919-65-8022		$1,169.00	$1,169.00	$1,169.00	$1,169.00	Hunter, Jason
929-01-9600		$2,306.20	$2,306.20	$2,306.20	$2,306.20	Buchanan, Lane
929-02-5966		$1,523.50	$1,523.50	$1,523.50	$1,523.50	Anderson, Eric
929-03-3155		$1,301.52	$1,301.52	$1,301.52	$1,301.52	King, Willis
929-03-3788		$1,536.48	$1,536.48	$1,536.48	$1,536.48	Kirk, Christopher
929-03-4522		$1,799.20	$1,799.20	$1,799.20	$1,799.20	Johnston, Bradley
929-03-5733		$1,992.50	$1,992.50	$1,992.50	$1,992.50	Westbrook, Gregory
929-04-0400		$391.90	$391.90	$391.90	$391.90	Bradshaw, Jeffrey
929-04-3599		$754.60	$754.60	$754.60	$754.60	Evans, Gregory
929-04-4599		$206.60	$206.60	$206.60	$206.60	Florence, Kristi
929-05-3977		$3,054.00	$3,054.00	$3,054.00	$3,054.00	Yeager, Richard
929-05-9088		$1,940.80	$1,940.80	$1,940.80	$1,940.80	Eskew, Jimmy
929-07-5755		$2,667.40	$2,667.40	$2,667.40	$2,667.40	Williamson, Edwin
929-08-9477		$4,673.00	$4,673.00	$4,673.00	$4,673.00	Gay, John
929-10-0299		$3,740.80	$3,740.80	$3,740.80	$3,740.80	Sewell, Wesley
929-10-3100		$560.70	$560.70	$560.70	$560.70	Pine, Jeremy

Report Fields

Table 1.11 "CCOERA Report" Fields

Column	Description
SSN	This column displays the Social Security Number of the employee.
Department	This column displays the department to which the employee belongs.
Mandatory Contribution	This column displays the amount of mandatory compensation contributions made within the date range.
After-Tax Contribution	This column displays the amount of after-tax compensation contributions made within the date range.
Backfund Contribution	This column displays the amount of backfund compensation contributions made within the date range.

Table 1.11 "CCOERA Report" Fields (continued)

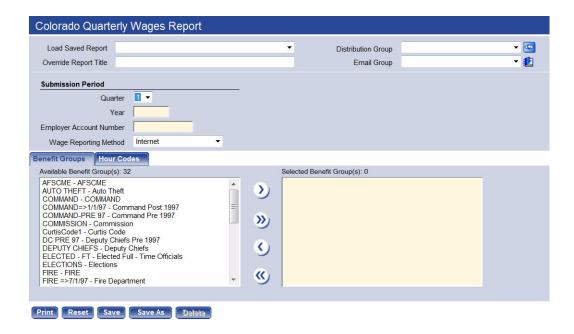| Column	Description
Deferred Comp. Contribution	This column displays the amount of deferred compensation contributions made within the date range.
Name	This column displays the employee's full name.

Colorado Quarterly Wage Report

The "Colorado Quarterly Wage Report"page, accessed from the Human Resources menu (**Human Resources > State Requirements > CO > Quarterly Wage Report**), enables authorized users to select the information that appears on the Colorado Quarterly 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."

Setup

To set up a *Seasonal Indicator* check box in the **User-Defined Fields** section of the Workforce Administration **Employment** tab, follow these steps:

1. Navigate to **Maintenance > Logos Suite > Security > User-Defined Fields**. The User-Defined Field List page will open.

2. Select *Employee Employment* from the *Record Type* dropdown.

3. Select *Attributes* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined employment fields and, where applicable, their associated section headers.

4. Click **New**. The User-Defined Fields popup will open.

5. Complete the fields exactly as follows:

Control	Value
Name	Seasonal Indicator
Data Type	Check Box

Entry Control Descriptions

Table 1.12 "Colorado Quarterly Wage Report" Controls

Control	Description
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.
Employer Account Number	This control is required. This number is assigned to the employer by the State of Colorado. It may contain nine digits.
Wage Reporting Method	**Internet** or **FTP**. Selecting **FTP** (File Transfer Protocol) displays a group of fields for filling in the transmitter's name, contact and address.

Multi-Select List Boxes

This page contains multi-select list boxes for the selection of benefit groups and hours codes to be included in the report. Only employees associated with these benefit groups and hours codes will be included in the report.

From the list benefit groups or hours codes in the *Available* (left) box, select those that will be included, and click the right-arrow button ▶ to move the items to the *Selected* (right) box.

Selecting Multiple Items

To select multiple items dispersed throughout the list, hold down the **<Ctrl>** key while selecting, and click ▶.

To select multiple, consecutive items, hold down the **<Shift>** key, and select the first item, then the last.

▶▶ moves all items, selected or not, to the Selected box.

◀ returns all items to the Available box.

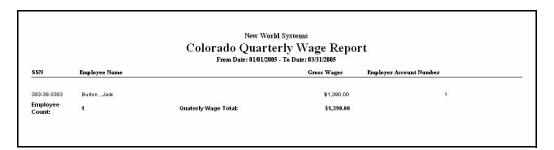Select at least one benefit group and one hours code.

Command Buttons

Table 1.13 "Colorado Quarterly Wage Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Colorado Quarterly 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.

Report Output

Generated via the "Colorado Quarterly 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 Colorado Quarterly Wage Report. Data on the report is sorted by *Social Security Number*. A sample report appears below.

Report Fields

Table 1.14 "Colorado Quarterly 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.
Gross Wages	This column displays the employee's gross wages for the date range specified.
Employer Account Number	This column displays the employer's State account number.

2

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 > CO >** [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:

Please enter a new report criteria name	

OK   Cancel

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.
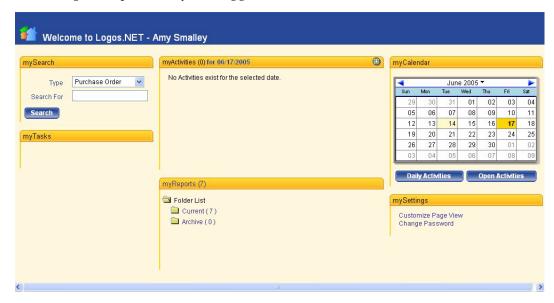
Loading a Saved Report

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

1 From the **Human Resources** > **State Requirements** > **CO** > [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.

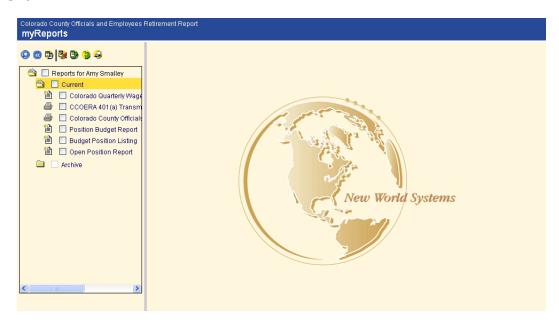3 Make the necessary changes to the template or submit the report to **myReports**.

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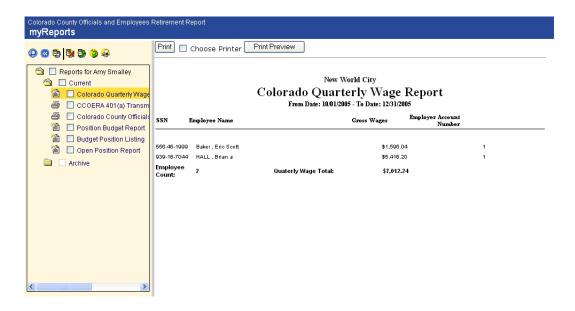
When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:

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.