Logos®.NET

Public Administration Software

Idaho State Requirements

Release 5.2.4
Training/User Guide

New World Systems®
The Public Sector Software Company

Overview

This manual provides instructions for the setup and use of the Idaho State Requirements reports:

Idaho State Requirements

Idaho PERSI Report Setup

The Idaho PERSI Report requires the setup of user-defined fields in *Employee Maintenance* and *Deductions and Benefits Maintenance*. These fields accommodate employee retirement contributions made through payroll deductions.

Employee User-Defined Fields

One section header, one user-defined employee text field and one user-defined employee check box need to be set up for the Idaho PERSI Report. The user-defined field and check box will be grouped under the section header on the Employee User-Defined page in *Employee Maintenance*:

Section Header

- **Idaho PERSI Report**

Text Fields

- *ID PERSI Class*
- *ID PERSI Eligibility End Reason*
- *ID PERSI Invoice Number*

Date Fields

- *ID PERSI Eligibility Start Date*
- *ID PERSI Eligibility End Date*

Check Box
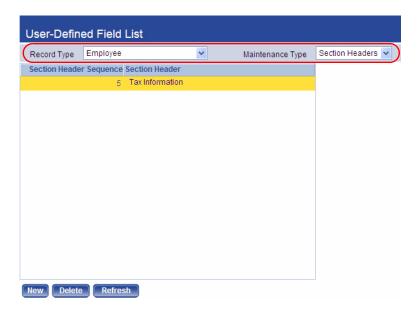
- *ID PERSI Official*

Employee Section Header Setup
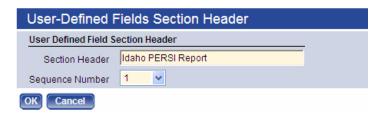
To set up the section header that will group the user-defined employee text field and check box on the Employee User-Defined page in *Employee Maintenance*, follow these steps:

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

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

3   Select *Section Headers* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined employee section headers:

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

5 For *Section Header,* type ***Idaho PERSI Report***. (The user-defined text field and check box that you will create for the Idaho PERSI Report will be grouped under this header on the Employee User-Defined page in *Employee Maintenance*.)
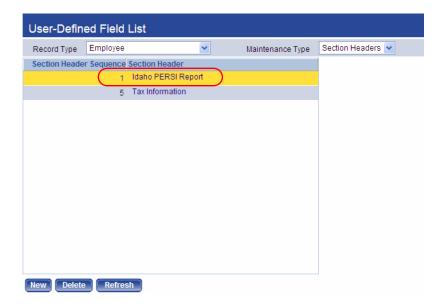
6 Use the *Sequence Number* field to tell where you want the **Idaho PERSI Report** section to appear in relation to other sections on the Employee User-Defined page in *Employee Maintenance*; for example, if the Employee User-Defined page already contains three sections (sequence numbers 1 through 3), and you want the **Idaho PERSI Report** section to appear below those sections, select *4* from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select *1*; if you want it always to at the bottom of the page, select *99*.

7 Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **Idaho PERSI Report** section header:

Employee Text Fields Setup

To set up the user-defined text fields that will be part of the **Idaho PERSI Report** section on the Employee User-Defined page in *Employee Maintenance*, follow these steps:

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

2 Select *Employee* 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 employee fields:

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

5 Complete the fields *exactly* as follows:

Field	Value
Name	**ID PERSI Class**
Section Header	**Idaho PERSI Report**
Sequence Number	1
Data Type	**Text**
Maximum Length	**1**
Required	(Leave this box unchecked.)

6 Click **OK** to save the entries.

Repeat steps four through six for the two remaining text fields that need to be set up. The following tables contain the entries you will need to make:

Field	Value
Name	**ID PERSI Eligibility End Reason**
Section Header	**Idaho PERSI Report**
Sequence Number	2
Data Type	**Text**
Maximum Length	**4**
Required	(Leave this box unchecked.)

Field	Value
Name	**ID PERSI Invoice Number**
Section Header	**Idaho PERSI Report**
Sequence Number	3
Data Type	**Text**

Field	Value
Maximum Length	**10**
Required	(Leave this box unchecked.)

Employee Date Fields Setup

To set up the user-defined date fields that will be part of the **Idaho PERSI Report** section on the Employee User-Defined page in *Employee Maintenance*, follow these steps:

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

2   Select *Employee* 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 employee fields.

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

5   Complete the fields *exactly* as follows:

Field	Value
Name	**ID PERSI Eligibility Start Date**
Section Header	**Idaho PERSI Report**
Sequence Number	4
Data Type	**Date/Time**
Maximum Length	(Selecting a *Data Type* of **Date/Time** will hide this field.)
Required	(Leave this box unchecked.)

6   Click **OK** to save the entries.

Repeat steps four through six for the remaining date field that needs to be set up. The following tables contain the entries you will need to make:

Field	Value
Name	**ID PERSI Eligibility End Date**
Section Header	**Idaho PERSI Report**
Sequence Number	5
Data Type	**Date/Time**
Maximum Length	(Selecting a *Data Type* of **Date/Time** will hide this field.)
Required	(Leave this box unchecked.)

Employee Check Box Setup

To set up the user-defined check box that will be part of the **Idaho PERSI Report** section on the Employee User-Defined page in *Employee Maintenance*, follow the same steps described in the preceding section, completing the fields on the User-Defined Fields popup *exactly* as follows:

Field	Value
Name	**ID PERSI Official**
Section Header	**Idaho PERSI Report**
Sequence Number	6
Data Type	**Check Box**
Maximum Length	(Selecting a *Data Type* of **Check Box** will hide this field.)
Required	(Selecting a *Data Type* of **Check Box** will hide this field.)

When you are finished, the *Employee Attributes* grid on the User-Defined Field List page should contain a row for each user-defined field you have saved as part of the **Idaho PERSI Report** section that will appear on the Employee-User Defined page in *Employee Maintenance*.

Deduction User-Defined Field

One section header and one user-defined deduction text field need to be set up for the Idaho PERSI Report. The deduction field will be placed under the section header on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*:

Section Header

>Idaho PERSI Report

Text Field

>*ID PERSI Contribution*

Deduction Section Header Setup

To set up the section header for the user-defined deduction text field on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*, follow these steps:

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

2   Select *Deduction* from the *Record Type* dropdown.

3   Select *Section Headers* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined deduction section headers.

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

5   For *Section Header*, type **Idaho PERSI Report**. (The user-defined text field that you will create for the Idaho PERSI Report will be placed under this header on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*.)

6   Use the *Sequence Number* field to tell where you want the **Idaho PERSI Report** section to appear in relation to other sections on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*; for example, if the Deduction Code User-Defined Fields page already contains three sections (sequence numbers 1 through 3), and you want the **Idaho PERSI Report** section to appear below those sections, select *4* from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select *1*; if you want it always to at the bottom of the page, select *99*.

7   Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **Idaho PERSI Report** section header.

Deduction Text Field Setup

To set up the user-defined text field that will be part of the **Idaho PERSI Report** section on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*, follow these steps:

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

2 Select *Deduction* 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 deduction fields.

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

5 Complete the fields *exactly* as follows:

Field	Value
Name	**ID PERSI Contribution**
Section Header	**Idaho PERSI Report**
Sequence Number	(Leave this field blank.)
Data Type	**Text**
Maximum Length	4
Required	(Leave this field blank.)

6 Click **OK**.

When you are finished, the *Deduction Attributes* grid on the User-Defined Field List page should contain a row for the text field you have saved as part of the **Idaho PERSI Report** section on the Deduction Code User-Defined Fields page in *Deductions and Benefits Maintenance*.

Benefit User-Defined Field

One section header and one user-defined benefit text field need to be set up for the Idaho PERSI Report. The benefit field will be placed under the section header on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*:

Section Header

      Idaho PERSI Report

Text Field

      ID PERSI Contribution

Benefit Section Header Setup

To set up the section header for the user-defined benefit text field on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*, follow these steps:

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

2   Select *Benefit* from the *Record Type* dropdown.

3   Select *Section Headers* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined benefit section headers.

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

5   For *Section Header*, type **Idaho PERSI Report**. (The user-defined text field that you will create for the Idaho PERSI Report will appear under this header on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*.)

6   Use the *Sequence Number* field to tell where you want the **Idaho PERSI Report** section to appear in relation to other sections on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*; for example, if the Benefit Code User-Defined Fields page already contains three sections (sequence numbers 1 through 3), and you want the **Idaho PERSI Report** section to appear below those sections, select *4* from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select *1*; if you want it always to at the bottom of the page, select *99*.

7   Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **Idaho PERSI Report** section header.

Benefit Text Field Setup

To set up the user-defined text field that will be part of the **Idaho PERSI Report** section on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*, follow the same steps described in the preceding section, completing the fields on the User-Defined Fields popup *exactly* as follows:

Field	Value
Name	**ID PERSI Contribution**
Section Header	**Idaho PERSI Report**
Sequence Number	(Leave this field blank.)
Data Type	**Text**
Maximum Length	4
Required	(Leave this field blank.)

When you are finished, the *Benefit Attributes* grid on the User-Defined Field List page should contain a row for the text field you have saved as part of the **Idaho PERSI Report** section on the Benefit Code User-Defined Fields page in *Deductions and Benefits Maintenance*.

Hours Code User-Defined Check Boxes

One section header and two user-defined hours code check boxes need to be set up for the Idaho PERSI Report. The user-defined check boxes will be grouped under the section header on the Hours Code User-Defined Fields page in *Earnings Maintenance*:

Section Header

> **Idaho PERSI Report**

Check Box

- *ID PERSI Excluded Wages*
- *ID PERSI Sick*

Hours Code Section Header Setup

To set up the section header for the user-defined hours code check boxes on the Hours Code User-Defined Fields page in *Earnings Maintenance*, follow these steps:

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

2   Select *Hours Code* from the *Record Type* dropdown.

3   Select *Section Headers* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined hours code section headers.

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

5   For *Section Header*, type **Idaho PERSI Report**. (The user-defined check boxes that you will create for the Idaho PERSI Report will be placed under this header on the Hours Code User-Defined Fields page in *Earnings Maintenance*.)

6   Use the *Sequence Number* field to tell where you want the **Idaho PERSI Report** section to appear in relation to other sections on the Hours Code User-Defined Fields page in *Earnings Maintenance*; for example, if the Hours Code User-Defined Fields page already contains three sections (sequence numbers 1 through 3), and you want the **Idaho PERSI Report** section to appear below those sections, select *4* from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select *1*; if you want it always to at the bottom of the page, select *99*.

7   Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **Idaho PERSI Report** section header.

Hours Code Check Boxes Setup

To set up the user-defined check boxes that will be part of the **Idaho PERSI Report** section on the Hours Code User-Defined Fields page in *Earnings Maintenance*, follow these steps:

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

2   Select *Hours Code* 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 deduction fields.

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

5   Complete the fields *exactly* as follows:

Field	Value
Name	**ID PERSI Excluded Wages**
Section Header	**Idaho PERSI Report**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**
Maximum Length	(Selecting a *Data Type* of **Check Box** will hide this field.)
Required	(Selecting a *Data Type* of **Check Box** will hide this field.)

6 Click **OK** to save the entries.

Repeat steps four through six for the remaining check box that needs to be set up. The following table contains the entries you will need to make:

Field	Value
Name	**ID PERSI Sick**
Section Header	**Idaho PERSI Report**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**
Maximum Length	(Selecting a *Data Type* of **Check Box** will hide this field.)
Required	(Selecting a *Data Type* of **Check Box** will hide this field.)

When you are finished, the *Hours Code Attributes* grid on the User-Defined Field List page should contain two additional rows for the check boxes you have saved as part of the **Idaho PERSI Report** section on the Hours Code User-Defined Fields page in *Earnings Maintenance*.

All of the user-defined fields necessary for Idaho PERSI reporting now should be set up.
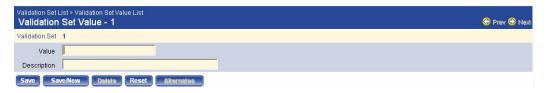
Gender Codes Alternate-Usage Validation Set

To comply with the formatting requirements of the state transmittal file, the existing gender codes must be expressed precisely; therefore, an alternate-usage validation set and associated values for gender codes must be set up for use by the Idaho PERSI Report. To do so, follow, follow these steps:

1   Go to **Maintenance > Logos Suite > System > Validation Sets > Validation Set List**:

2   Highlight the first validation set, *Validation Set Alternate Usage Type*.

3   Click the **Values** button. The Validation Set Values List page for *Validation Set Alternate Usage Type* will open.

4   Click the **New** button. The Validation Set Value page will open:

5   In the *Value* field, type the following, <u>exactly</u> as shown below:

   Gender Codes

6   Type a *Description* for the *Value*. This entry may be anything that makes it easy for you to identify the *Value*.

7   To save this alternate-usage validation set, click **Save**. The grid on the Validation Set Values List page should be updated to contain a row for *Gender Codes*:

Validation Set List	
Validation Set Values List - 1 Validation Set Alternate Usage Type	
Value	**Description**
Benefit Admin Relationship	Benefit Adminstration Relationship Alternate Value
Family Indicator	Benefit Plan Option Family Indicator
Gender Codes	Gender Codes
NWS 1099 Type	1099 Type Codes
NWS Pay Groups	Pay Groups
NWS Quick Value	NWS Quick Value
OHPERS	OHPERS
State Tax ID	State Tax ID

`New`   `Delete`   `Refresh`   `Alternates`

8   Next, you will need to define alternate values for the gender codes you use. Return to the Validation Set List page, and highlight the validation set, *Gender*.

9   Click the **Values** button. The Validation Set Values List page for *Gender* will open. This page will contain a grid of the gender values you have set up:

Validation Set List	
Validation Set Values List - 4 Gender	
Value	**Description**
FEMALE	Female
MALE	Male

`New`   `Delete`   `Refresh`   `Alternates`

10 Highlight the row containing the value for *Female*.

11 Click the **Alternates** button. The Alternate Value List page for Female will open.

12 Click the **New** button. The Alternate Value popup will open.

13 From the *Usage Type* dropdown, select *Gender Codes* (the alternate-usage validation set you just created).

14 Type *F* as the value. (**Note: this entry must be exact.**)

15 A *Description* is optional.

16 Click **OK** to save the alternate value.

17 Return to the "Validation Set Values List" page, and repeat steps 10 through 16 for the *Male* gender code, typing *M* as the *Value* on the Alternate Value popup.

Employee Setup for Idaho PERSI Reporting

To set up an employee for Idaho PERSI reporting, follow these steps:

1 Go to **Human Resources > Employee Maintenance**. The Employee List page will open.

2 Use the search controls to produce a list of employees.

3 Click the *Employee Number* link for the employee you want to set up for retirement system reporting. The Employee page will be opened.

4 From the *Attribute* dropdown, select *User Defined*. The page will refresh to show existing user-defined fields, including an **Idaho PERSI Report** section containing the text field and check box you set up earlier.

5 Under the **Idaho PERSI Report** section header, make the appropriate entries.

The following table contains the valid entries for *ID PERSI Class*:

Class Code	Description
1	**General**
2	**Fire or Police**
3	**Teacher**
4	**General with police grandfather rights**
A	**Option I Fire**
B	**Option II Fire**
D	**PERSI Fire employed after 10/1/1980**
E	**General member (non-fire) working for an FRF unit**

If the *ID PERSI Class* field contains a valid entry, the employee will be included in PERSI reporting.

A check mark is required in the *ID PERSI Official* check box if a member holds an elected or appointed position during the reporting period. An empty check box is assumed for all others.

Select the employee's *ID PERSI Eligibility Start Date* and, if applicable, *ID PERSI Eligibility End Date*.

If an employee was terminated from ID PERSI, enter the appropriate 4-character code in the *ID PERSI Eligibility End Reason* field. This entry is required is an *ID PERSI Eligibility End Date* has been entered.

Use the *ID PERSI Invoice Number* field if the employee will have payments assigned to an invoice.

6 After making your entries, click **Save** to save them.

7 Repeat these steps for each employee who will be included in the report.

Deductions Setup for Idaho PERSI Reporting

To set up a deduction for Idaho PERSI reporting, follow these steps:

1 Go to **Maintenance > Human Resources** > **Deductions and Benefits** > **Deductions**. The Deduction List page will open.

2 Highlight a deduction.

3   Click the **User-Defined Fields** button. The Deduction Code User Defined Fields page for the selected deduction will open.

4   In the *ID PERSI Contribution* field under the **Idaho PERSI Report** header, type the deduction contribution code that will apply to PERSI reporting. This code determines the data format and the contribution source and type codes.

The following table contains the valid codes for *ID PERSI Contribution*:

Contribution Code	Description
DB	**Base Plan, a defined benefits plan, normal PERSI**
DBA	**Adjustment to DB**
DC	**Choice Plan, a defined contribution plan, 401K**
ORP	**Optional Retirement Plan, a defined contribution plan for college and university staff**
ORPA	**Adjustment to ORP**
BB	**Buy Back, deduction only**

5   Click **Save**.

6   Repeat these steps for all appropriate deductions.

Benefits Setup for Idaho PERSI Reporting

To set up a benefit for Idaho PERSI reporting, follow these steps:

1   Go to **Maintenance > Human Resources** > **Deductions and Benefits** > **Benefits**. The Benefit List page will open.

2   Highlight a benefit.

3   Click the **User-Defined Fields** button. The Benefit Code User Defined Fields page for the selected benefit will open.

4   In the *ID PERSI Contribution* field under the **Idaho PERSI Report** header, type the benefit contribution code that will apply to PERSI reporting. This code determines the data format and the contribution source and type codes.

The following table contains the valid codes for *ID PERSI Contribution*:

Contribution Code	Description
DB	**Base Plan, a defined benefits plan, normal PERSI**
DBA	**Adjustment to DB**
DC	**Choice Plan, a defined contribution plan, 401K.**
ORP	**Optional Retirement Plan, a defined contribution plan for college and university staff**
ORPA	**Adjustment to ORP**

5   Click **Save**.

6   Repeat these steps for all appropriate benefits.

Hours Code Setup for Idaho PERSI Reporting

The *ID PERSI Excluded Wages* hours code is used to exclude certain hours codes, such as those related to accrual payouts, from PERSI data and calculations. The *ID PERSI Sick* hours code is used to calculate sick leave units. To set up either hours code for Idaho PERSI reporting, follow these steps:

1   Go to **Maintenance > Human Resources** > **Earnings Maintenance** > **Hours Codes**. The Hours Codes List page will open.

2   Highlight an hours code.

3   Click the **User-Defined Fields** button. The Hours Code User Defined Fields page for the selected hours code will open.

4   Under the **Idaho PERSI Report** header, check the *ID PERSI Excluded Wages* box if PERSI calculations are to exclude the selected hours code. Check the *ID PERSI Sick* box if PERSI wages will be applied to the selected hours code.

5   Click **Save**.

6   Repeat these steps for all appropriate hours codes.

Create Idaho PERSI Data

Once you have set up the necessary user-defined fields, you will be ready to create an on-screen work file of retirement system data that will be available for the Idaho PERSI Report. This data may be reviewed and modified before it is transmitted to the state.

To create the work file, follow these steps:

1 Go to **Human Resources > State Requirements > ID > Create Idaho PERSI Data**:

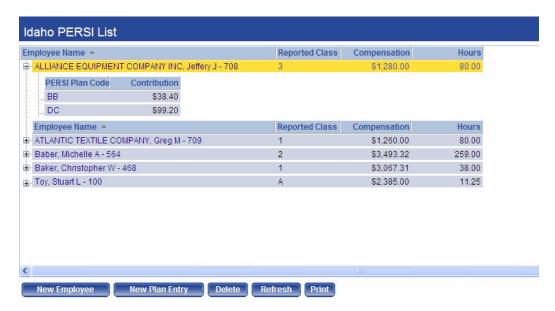**2** Make entries in the appropriate fields. The following table contains descriptions of the fields:

Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click **Save**, a popup will ask you to name the report. Type the name, and click **OK**. The next time you want to run this report, select its name from the *Load Saved Report* dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title (Idaho PERSI Report) of the report.
Distribution Group	A group of people selected to receive the report in *myReports*. Click the dropdown prompt to select the group, or click the blue-eye prompt to create a new distribution group. The report will be sent to *myReports* for each person in the group. (For more information about this control, refer to the Common Controls appendix of your *Human Resources User Guide*.)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt to select the group. To create a new e-mail group, click .
From Check Date	Required. The first check date that will be included in the report data.
To Check Date	Required. The last check date that will be included in the report data.

3 After making your selections, click the **Submit** button.

4 A message will be displayed, telling you the previously created work file will be cleared and asking whether you want to continue. If you do, click **Accept**. The current retirement system data will populate the work file, and the Idaho PERSI List page will open (see next section).

Idaho PERSI List

The Idaho PERSI List page lets you review and modify retirement system data for each employee within the organization. After you create the data (see previous section, Create Idaho PERSI Data), this page opens automatically. You also may open this page by going to **Human Resources > State Requirements > ID > ID PERSI List**:
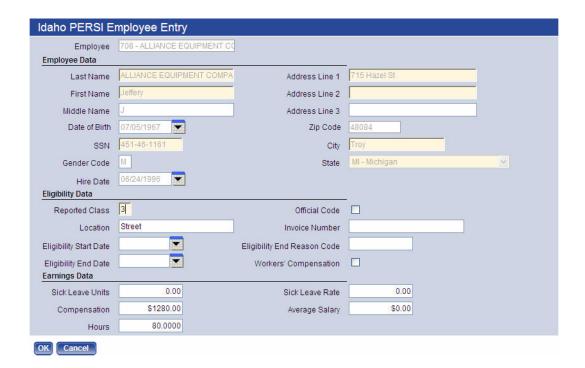

Data is listed in a two-level results grid, sorted alphabetically by *Employee Name*. For each employee, the first level of the grid displays reported class, compensation and hours worked. The second level displays individual pay period information. To view the second level, click the plus sign ![+] next to an employee name.

Add and Edit Member Information

1 If you need to add an employee to the Idaho PERSI List, click the **New Employee** button; if you want to edit data for a particular employee, click the hyperlinked *Employee Name*. In both cases, the Idaho PERSI Entry popup will open:

NOTE:

*The **Employee** field and the **Employee Data** fields are disabled in edit mode, enabled in add mode. The **Eligibility Data** and **Earnings Data** fields are enabled in edit and add modes.*

2 Make entries in the appropriate fields. The following table contains descriptions of the fields:

Field	Description
Employee	ID of the PERSI member whose wages are being reported. When the page is in add mode, selecting the ID automatically populates the fields located in the **Employee Data** section.
Employee Data	
Last Name	Last name, first name and middle initial of the PERSI member. Last and first name are required.
First Name	
Middle Name	
Date of Birth	Member's date of birth. This entry is required when the member is reported for the first time or when a change is made to correct the date of birth.
SSN	Required. Member's nine-digit social security number.

| Field	Description
Gender Code	Member's gender. This entry is required when the member is reported for the first time or when the entry is corrected. **Note:** this entry is an alternate code from the Gender Validation Set in Maintenance, where *M* is Male, and *F* is female. These alternate codes must be set up so that gender information is captured when Idaho PERSI data is created.
Hire Date	Member's hire date. This entry is required when the member is reported for the first time or when the entry is corrected.
Address Line 1	Member's complete address. The first line of the address and the *Zip Code*, *City* and *State* are required.
Address Line 2	
Address Line 3	
Zip Code	
City	
State	
Eligibility Data	
Reported Class	Required. Contribution class under which the member is being reported. Valid entries are *1* (General member), *2* (Fire or Police), *3* (Teacher), *4* (General with Police grandfather rights), *A* (Option I Fire), *B* (Option II Fire), *D* (PERSI Fire, employed after 10/1/1980) and *E* (General, non-fire member working for an FRF unit).
Location	PERSI member's department. The employer determines the valid entries for this field. Location is used for sorting purposes when PERSI generates letters or documents for active employees that are sent to employers for distribution.
Eligibility Start Date	Date member becomes eligible for PERSI benefits. This entry is required when the member is reported for the first time or when the entry is corrected.
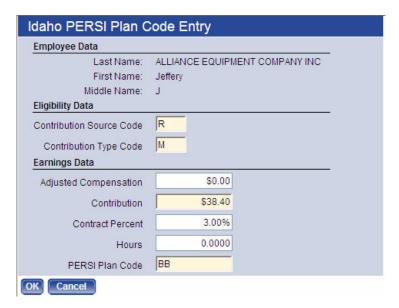
Field	Description
Eligibility End Date	Date member no longer is eligible for PERSI benefits. Report this date when a member terminates employment, or when a still-employed member no longer meets PERSI eligibility and no longer (or for a period of time) will be reported on the transmittal. A date in this field always must be accompanied by an entry in the *Eligibility End Reason Code* field.
Official Code	Checked box indicates an elected or appointed official.
Invoice Number	Invoice number of member's financial account for which remittance is being made.
Eligibility End Reason Code	Identifies reason for ending PERSI eligibility. This entry is required when a member terminates employment or no longer meets PERSI eligibility and no longer (or for a period of time) will be reported on the transmittal. An entry in this field always must be accompanied by an entry in the *Eligibility End Date* field.
Workers' Compensation	Tells whether the member is receiving worker's compensation. A checked box indicates yes.
Earnings Data	
Sick Leave Units	Number of sick-leave days or hours a member has (days for Class-3 employees, hours for all others). This entry is required at least once per year, when the cycle date range includes 30 June and with member termination.
Sick Leave Rate	Daily or hourly rate associated with *Sick Leave Units*. If *Sick Leave Units* contains an entry, this field requires an entry.
Compensation	PERSI-covered wages the member earned during the reporting period.
Average Salary	Member's average salary for the reporting period.
Hours	Member's actual or standard hours worked in the reporting period. This entry is required, except when the member is Class 3, and elected or appointed official, or compensation is equal to zero.

3 After making your entries, click **OK** to save them and update the grid on the Idaho PERSI List page.

Add and Edit Plan Code Information

1 If you need to add plan code information for a selected employee, click **New Plan Entry**; if you want to edit information for a particular pay period, click the hyperlinked *PERSI Plan Code* in the second level of the grid. In both cases, the Idaho PERSI Plan Code Entry popup will open:

2 Make entries in the appropriate fields. The following table contains descriptions of the fields:

Field	Description
Employee Data (Display Only)	
Last Name	Last name, first name and middle initial of the PERSI member.
First Name	
Middle Name	
Eligibility Data	
Contribution Source Code	Required. Code assigned to PERSI contributions during the reporting period. Valid entries are *R* (Remittance--payment against an employee invoice), *T* (Transmittal--all other contributions deducted from an employee's pay) and *E* (Employer--DC plan contributions paid for by employer).

Field	Description
Contribution Type Code	Required. Tells the type of contribution: *M* = Mandatory, if a plan code of DB (Base Plan), DBA (Base Plan Adjustment) or BB (Buy Back). *V* = Voluntary, if a plan code of DC (Choice Plan), DCA (Choice Plan Adjustment), ORP (Optional Retirement Plan) or ORPA (Optional Retirement Plan Adjustment).
Earnings Data	
Adjusted Compensation	
Contribution	Required. Dollar amount contributed to retirement.
Contract Percent	Class 3 members only. This entry is required when the member is reported for the first time or when the entry is corrected.
Hours	Member's actual or standard hours worked in the reporting period. This entry is required, except when the member is Class 3, and elected or appointed official, or compensation is equal to zero.
PERSI Plan Code	Required. Contribution code: *DB* = Base Plan, *DBA* = Base Plan Adjustment, *DC* = Choice Plan, *DCA* = Choice Plan Adjustment, *ORP* = Optional Retirement Plan, *ORPA* = Optional Retirement Plan Adjustment to ORP and *BB* = Buy Back (deduction only).

3 After making your entries, click **OK** to save them and update the grid on the Idaho PERSI List page.

Idaho PERSI Report

The following steps show you how to generate the Idaho PERSI Report:

1 From the Idaho PERSI List page, click the **Print** button, or go to **Human Resources > State Requirements > IA > ID PERSI Report**:

2 Make entries in the appropriate fields. The following table describes each field:

Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click **Save**, a popup will ask you to name the report. Type the name, and click **OK**. The next time you want to run this report, select its name from the *Load Saved Report* dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title (Idaho PERSI Report) of the report.
Distribution Group	A group of people selected to receive the report in *myReports*. Click the dropdown prompt to select the group, or click the blue-eye prompt to create a new distribution group. The report will be sent to *myReports* for each person in the group. (For more information about this control, refer to the Common Controls appendix of your *Human Resources User Guide*.)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt to select the group. To create a new e-mail group, click .
Employer Number	Required. State-assigned number identifying the employer.

Field	Description
Schedule Name	Required. PERSI-provided entry based on payroll reporting frequencies. Once established, schedule names will not change unless payroll run cycles change.
Sick Leave Percent	Required. Actuarialy determined rate used to determine total compensation basis for sick-leave contribution.
Comments	Comment to be added to report.

3 After making your entries, click **Print** to generate and display the report. A PDF of the report and a transmittal file will be submitted to *myReports*.

Sample Idaho PERSI Report

City of NWS

Idaho PERSI Report

Employer ID: 1234   Schedule Name: Name of schedule

Reporting Period: 4/6/2008 to 4/19/2008

Employee: ALLIANCE EQUIPMENT COMPANY INC, Jeffery J - 708	Date of Hire: 6/24/1996	SSN: 451-46-1161
Employee Address: 715 Hazel St Troy, MI 48084	Birth Date: 7/5/1967	Gender: Male
Reported Class: 3	Official Code:	Sick Leave Units:
Location: Street	Hours: 80.0000	Sick Leave Rate:
Compensation: $1,280.00	Workers' Compensation No	Invoice Number:
Average Salary: $0.00	Eligibility Start - End Date:	Eligibility End Reason:

Plan Code	Contribution	Adjusted Compensation	Contribution Source Code	Contribution Type Code	Contract Percent
BB	$38.40	$0.00	R	M	3.00%
DC	$99.20	$0.00	E	V	7.75%

|	Compensation	Contributions	Average Salary
Current and Adjustment Totals:	$11,485.63	$1,744.11	
Current and Adjustment Employee Paid Totals:		$603.89	
Current and Adjustment Employer Paid Totals:		$1,140.22	
Class 1, 3 and 4 Totals:	$5,607.31		
Class 1, 3 and 4 Employee Totals:		$296.38	
Class 1, 3 and 4 Employer Totals:		$559.61	
Class 2 Totals:	$3,493.32		
Class 2 Employee Totals:		$204.70	
Class 2 Employer Totals:		$270.73	
Class A Totals:	$2,385.00		$62,010.00
Class A Employee Totals:		$102.81	
Class A Employer Totals:		$309.88	
Class B Totals:	$0.00		$0.00
Class B Employee Totals:		$0.00	
Class B Employer Totals:		$0.00	
Class D Totals:	$0.00		
Class D Employee Totals:		$0.00	
Class D Employer Totals:		$0.00	
Class E Totals:	$0.00		
Class E Employer Totals:		$0.00	
Sick Leave Compensation Totals:	$11,485.63		
Sick Leave Contribution Totals:		$24.12	
Adjustment Totals:	$11,485.63		
Employee Adjustment Totals:		$3.00	
Employer Adjustment Totals:		$11,485.63	
Employee Voluntary Totals:	$11,485.63	$3.00	
Employee Buy Back Totals:		$0.00	
ORP Totals:	$11,485.63	$312.60	
Comments: I have decided to add some actual comments here			
Compensation Totals:	$11,485.63		
Employer Matching Totals:		$890.14	
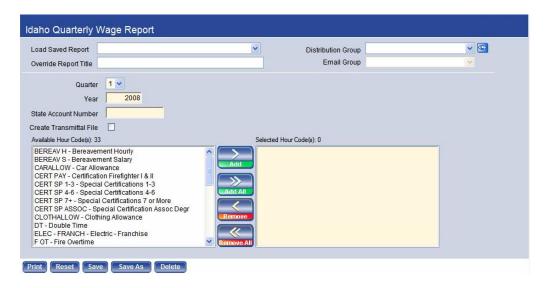
Idaho Quarterly Wage Report

Another option on the *Idaho State Requirements* menu is the Quarterly Wage Report. This option generates a report and transmittal file of wage information that is sent to the state of Idaho each quarter.

The following steps show you how to run this report.

1   Go to **Human Resources > State Requirements > ID > ID Quarterly Wage Report**:

2   Make entries in the appropriate fields. The following table contains descriptions of the fields on this page:

| Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click **Save**, a popup will ask you to name the report. Type the name, and click **OK**. The next time you want to run this report, select its name from the *Load Saved Report* dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title (Idaho Quarterly Wage Report) of the report.
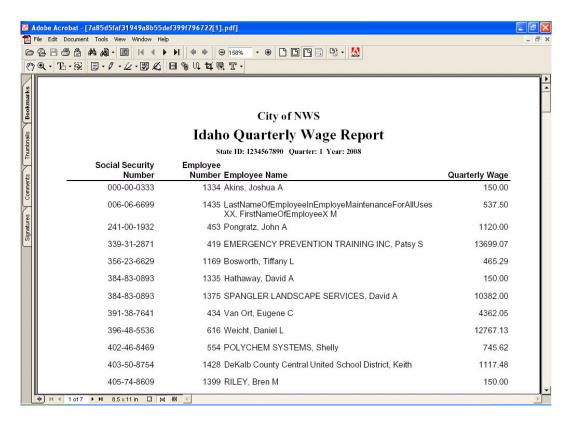
Field	Description
Distribution Group	A group of people selected to receive the report in *myReports*. Click the dropdown prompt ⌄ to select the group, or click the blue-eye prompt 👁 to create a new distribution group. The report will be sent to *myReports* for each person in the group. (For more information about this control, refer to the Common Controls appendix of your *Human Resources User Guide*.)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt ⌄ to select the group. To create a new e-mail group, click 📘.
Quarter	Required. Identifies the fiscal quarter being reported. The available selections are 1 (Jan.-Mar.), 2 (Apr.-June), 3 (July-Sept.) and 4 (Oct.-Dec.).
Year	Required. Identifies the year of the fiscal quarter being reported. Type all four digits of the year. The current year is the default.
State Account Number	Required. Employer's state-assigned account number.
Create Transmittal File	Determines whether a transmittal file of the same information will be generated with the report and sent to *myReports*. Check this box to generate the file.

3 Select one or more hour codes from the *Available Hour Code(s)* list box. Employees associated with these hour codes will be included in the report.

- To select multiple hour codes dispersed throughout the list, hold down the **<Ctrl>** key while selecting.

- To select multiple, consecutive hour codes, hold down the **<Shift>** key, and select the first hour code, then the last.

- Select at least one hour code.

4 Click [Add] to move the selected hour code(s) from the *Available Hour Code(s)* box to the *Selected Hour Code(s)* box.

- [Add All] moves all hour codes, selected or not, to the *Selected Hour Code(s)* box.

- [Remove] returns the selected hour codes to the *Available Hour Code(s)* box.

- [Remove All] returns all hour codes to the *Available Hour Code(s)* box.

5 After making your entries, click **Print** to generate and display the report. A PDF of the report and, if you checked the *Create Transmittal File* box, transmittal file also will be sent to *myReports*.

Sample Idaho Quarterly Wage Report

Sample Idaho Quarterly Wage Report Transmittal File