

Illinois State Requirements

User Guide

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REPORT SETUP

Overview

This chapter provides information on setting up the user-defined fields necessary to processing Illinois State Requirement Reports.

1 "Illinois State Requirements Setup" on page 1-2 provides step-by-step information for the set up of the Illinois IMRF (Illinois Municipal Retirement Fund)
Report and the Illinois Unemployment Report. Setup must be completed before running these reports.



Illinois State Requirements Setup

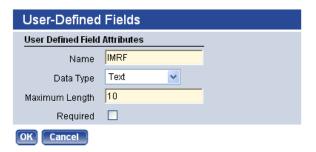
Illinois Municipal Retirement Fund Report

The Illinois Municipal Retirement Fund (IMRF) Report requires that deductions, benefits and employee fields are set up in User-Defined Fields. These fields accommodate contributions to IMRF that are made from employees, in the form of payroll deductions, or employers, in the form of benefits. Then category codes must be added to the deduction and benefit fields. Contributions to IMRF depend on the play to which the employee belongs.

Setting Up Deductions

To set up **deduction** user-defined fields for the Illinois IMRF Report:

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field" page displays.
- 2 Select Deduction from the **Record Type** control.
- 3 Click the New button. The "User-Defined Fields" popup displays.



4 Complete the fields *exactly* as follows:

Table 1.1

| Control | Value |
|----------------|------------|
| Name | IMRF |
| Data Type | Text |
| Maximum Length | 10 |
| Required | Unselected |

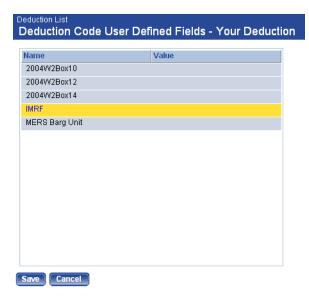
5 Click OK.

To set up category codes for **deductions**:

- 1 From the Maintenance menu, select Human Resources > Deductions and Benefits > Deductions. The "Deduction List" page displays.
- 2 Highlight the row of the deduction in the list for which you want to add an IMRF category code.



3 Click the **User Defined Fields** button. The "Deduction Code User Defined Fields" page displays.



- 4 Click the IMRF row in the table to highlight it. Click it again to put the row in EDIT mode.
- **5** Enter the appropriate value for the following codes:

Table 1.2

| Code | Value |
|-----------------------------|-------|
| Regular IMRF | RG01 |
| Regular IMRF | RG03 |
| Original ECO Regular Tier 1 | ECR1 |
| Original ECO Regular Tier 2 | ECR2 |
| SLEP | SL01 |
| SLEP | SL03 |
| Original ECO SLEP Tier 1 | ECS1 |
| Original ECO SLEP Tier 2 | ECS2 |
| Revised ECO Regular Tier 1 | EPR1 |
| Revised ECO Regular Tier 2 | EPR2 |
| Revised ECO Regular Tier 3 | EPR3 |
| Revised SLEP Tier 1 | EPS1 |
| Revised SLEP Tier 2 | EPS2 |
| Revised SLEP Tier 3 | EPS3 |
| Voluntary Additional | VA01 |
| Voluntary Additional | VA03 |

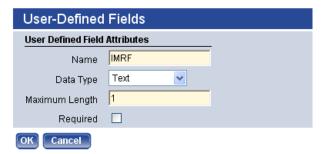


- 6 Click Save.
- 7 Repeat steps2-6 for the remainder of the deductions for which you want to add an IMRF category code.

Setting Up Benefits

To set up benefit user-defined fields for the Illinois IMRF Report:

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page displays.
- 2 Select Benefit from the **Record Type** control.
- 3 Click the New button. The "User-Defined Fields" popup displays.



4 Complete the fields *exactly* as follows:

Table 1.3

| Control | Value |
|----------------|------------|
| Name | IMRF |
| Data Type | Text |
| Maximum Length | 1 |
| Required | Unselected |

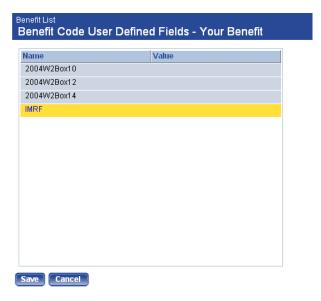
5 Click OK.

To set up category codes for benefits:

- 1 From the Maintenance menu, select Human Resources > Deductions and Benefits > Benefits. The "Benefit List" page displays.
- 2 Highlight the row of the benefit in the list for which you want to add an IMRF category code.



3 Click the User Defined Fields button. The "Benefit Code User Defined Fields" page displays.



- 4 Click the IMRF row in the table to highlight it. Click it again to put the row in EDIT mode.
- 5 To indicate that this benefit should be reported on the IMRF report, enter a "Y" in the *Value* control.
- 6 Click Save.
- 7 Repeat steps 2-6 for the remainder of the benefits for which you want to add an IMRF category code.

Setting Up Employees

One **employee** user-defined check box needs to be set up for the Illinois IMRF Report:

Elected Official

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page displays.
- 2 Select Employee from the **Record Type** control.



For customers who are using Workforce Administration, select **Employee Employment** from the **Record Type** control.



3 Click the New button. The "User-Defined Fields" popup displays.



4 Complete the fields *exactly* as follows:

Table 1.4

| Control | Value |
|-----------|------------------|
| Name | Elected Official |
| Data Type | Check Box |

Check this box to exclude elected officials from the IL Unemployment Report.

5 Click OK.

When you go into an employee record, you will now be able to see this information on the user-defined fields attribute:





Customers who are using Workforce Administration will be able to see this information in the **User-Defined Fields** section of the **Employment** tab:



Illinois Unemployment Report

The same **employee** user-defined check box (*Elected Official*) that was set up for the IMRF Report also needs to be set up for the Illinois Unemployment Report. Checking this box on an employee record will remove the employee from the Illinois Unemployment Report.

Report Setup Illinois State Requirements Setup



CHAPTER

REPORTS

Overview

This chapter provides detailed window and field information for Illinois 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.il.gov

NOTE:

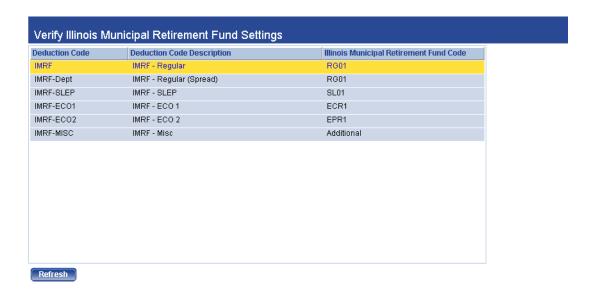
The reports described in this chapter require that departments and hour codes are set up in Human Resources Maintenance.

- 1 "Verify Illinois Municipal Retirement Fund Settings" on page 2-2 provides specific window and field information for the "Verify Illinois Municipal Retirement Fund Settings" page.
- 2 "Illinois Municipal Retirement Fund Report" on page 2-3 provides specific window and field information for the "Illinois Municipal Retirement Fund Report" page. For a description of the procedures that can be performed from this page, please refer to Chapter 3, "Procedures."
- 3 "Illinois Unemployment Report" on page 2-6 provides specific window and field information for the "Illinois Unemployment Report" page. For a description of the procedures that can be performed from this page, please refer to Chapter 3, "Procedures."



Verify Illinois Municipal Retirement Fund Settings

The "Verify Illinois Municipal Retirement Fund Settings" page, accessed from the Human Resources menu (Human Resources > State Requirements > IL > Verify IMRF Settings), enables authorized users to verify that all the deduction codes which relate to IMRF are setup with an IMRF code, and that they are attached to the correct IMRF code.



List Control Descriptions

Table 2.1 "Verify Illinois Municipal Retirement Fund Settings" List Control Descriptions

| Column | Description |
|--|--|
| Deduction Code | This column displays the IMRF Deduction Code for deductions set up on the "User Defined Field List" page. For more information, see "Setting Up Deductions" on page 1-2 of the "Report Setup" chapter. |
| Deduction Code Description | This column displays the description of the Deduction Code. |
| Illinois Municipal Retirement Fund Settings | This column displays the category code set up on the "Deduction List" page for the deduction. For more information, see "Setting Up Deductions" on page 1-2 of the "Report Setup" chapter. |

Command Buttons

Table 2.2 "Verify Illinois Municipal Retirement Fund Settings" Command Buttons

| Button | Description |
|---------|--|
| Refresh | This button updates the list and keeps the selected row highlighted. |



Illinois Municipal Retirement Fund Report

The "Illinois Municipal Retirement Fund Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > IL > IMRF Report), enables authorized users to select the information that appears on the Illinois IMRF (Illinois Municipal Retirement Fund) Report and submit it to myReports.



Entry Control Descriptions

Table 2.3 "Illinois Municipal Retirement Fund Report" Controls

| Control | Description |
|-------------------|---|
| Month | This control displays the month for which you want to run the report. The available options are January - December. The default selection is January. |
| Year | This control is required. It displays the year for which you want to run the report. The acceptable range is 2000 - 2100. The current year is the default. |
| Employer Number | This control is required. It displays the five digit number of the employer for which you want to run the report. Use the last four digits of the nine-digit Employer SSA Number, preceded by a zero. If the employer joined IMRF on or after January 9, 1993, use the five-digit identification number issued by IMRF, including the leading zero. |
| Send to myReports | This control indicates whether you want to send this report to myReports. It is selected by default. If this control is selected, the report will automatically be sent to myReports. |
| Create File | This control indicates whether you want to save this file to a disk. It is selected by default. If this control is selected, the system will open a standard Microsoft File Download dialog when the report is submitted. This dialog enables you to specify the file location and file type. |

Command Buttons

Table 2.4 "Illinois Municipal Retirement Fund Report" Command Buttons

| Button | Description |
|--------|---|
| Submit | Based on the preferences selected in the <i>Send to myReports</i> and <i>Create File</i> controls, this button automatically sends the "Illinois Municipal Retirement Fund Report" to myReports or opens a standard Microsoft File Download dialog. This dialog enables you to specify the file location and file type. |
| Reset | This button updates the page and sets the data in the controls to the state they were in when the page was first opened. |



Submitting the IMRF Report

Use this procedure to submit the "Illinois Municipal Retirement Fund Report" to myReports.

- 1 Select Human Resources > State Requirements > IL > IMRF Report. The "Illinois Municipal Retirement Fund Report" page displays.
- 2 Complete the controls for the report you selected as detailed in "Entry Control Descriptions" on page 2-3.
- 3 Click the **Submit** button.

The report is automatically sent to **myReports**. For more information on retrieving and printing reports, please refer to Chapter 3, "Procedures."

Report Output

Generated via the "Illinois Municipal Retirement Fund Report" page, the report provides users with information about employee IMRF contributions. Use this report as a guide for preparing the Illinois IMRF (Illinois Municipal Retirement Fund) Report. Data on the report is sorted by *IMRF Code*, then by *Employee*. A sample report appears below.

| | | New World County IMRF Listing | | | |
|---|------------------------------|----------------------------------|--------------|------------|-------------------------|
| SSN Err | ployee | Earnings | Contribution | Additional | Employe Contribution |
| IMRF Code: ECF 939715877 | R1 100 - CASH, Rebecca T. | 4.458.34 | 334.38 | 0.00 | 0.00 |
| 939996088 | 102 - Huntley, John H. | 4.458.34 | 334.38 | 0.00 | 0.00 |
| 939094699 | 223 - Long, Martin W | 4,458.34 | 334.38 | 0.00 | 0.00 |
| IMRF Code: ECR1 - Totals: Employee Count: 3 | | \$13,375.02 | \$1,003.14 | \$0.00 | \$0.00 |
| IMRF Code: EPF | ₹1 | | | | |
| 939353899 | 351 - Clayton, Betty King | 1,000.00 | 75.00 | 0.00 | 0.00 |
| 939203477 | 356 - Colson, Fred | 250.00 | 18.75 | 0.00 | 0.00 |
| 939623222 | 352 - Gocken, Donald | 150.00 | 11.25 | 0.00 | 0.00 |
| 939372866 | 359 - Rice, Douglas G | 200.00 | 15.00 | 0.00 | 0.00 |
| | | | | | |

Report Fields

Table 2.5 "Illinois Municipal Retirement Fund Report" Fields

| Column | Description |
|--------------|--|
| SSN | This column displays the Social Security Number of the employee. |
| Employee | This column displays the name of the employee. |
| Earnings | This column displays the earnings for the employee for the selected month and year. |
| Contribution | This column displays the IMRF contribution for the employee for the selected month and year. |



Table 2.5 "Illinois Municipal Retirement Fund Report" Fields (continued)

| Column | Description |
|-----------------------|--|
| Additional | This column displays any additional IMRF contributions for the employee for the selected month and year. |
| Employer Contribution | This column displays the employer IMRF contributions for the employee for the selected month and year. |



Illinois Unemployment Report

The "Illinois Unemployment Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > IL > Unemployment Report), enables authorized users to select the information that appears on the Illinois Unemployment Report and submit it to myReports.



Entry Control Descriptions

Table 2.6 "Illinois Unemployment Report" Controls

| Table 216 Immedia Champioymank Report Contains | | | |
|--|---|--|--|
| 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>. | | |
| Submission Period | This section groups submission period information for the report. | | |
| Quarter | This control enables you to 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 enables you to specify the year for which you want to run the report. This control is required. The acceptable range is 2000 - 2100. The current year is the default. | | |
| State Unemployment Insurance | This section groups state unemployment insurance information for the report. | | |
| Employer Account Number | This control is required. It displays the account number for the employer for which you want to run the report. Enter the seven digit State UI employer account number, including the leading zeros, if any. Do not include the hyphen and the number after. | | |
| Taxable Wage Base | This control is required. It displays the State UI taxable wage base to include on the report. Earnings above this amount will be included in the <i>Excess Wages</i> column on the report. | | |



Table 2.6 "Illinois Unemployment Report" Controls (continued)

| Control | Description |
|---------------------|--|
| Tax Rate | This control is required. It displays the tax rate to include on the report. Enter your UI Tax rate, starting with a decimal point and including the five numbers after the decimal point (ex: .01000 = 1%, .00000 = 0%). |
| Contact Information | This section groups the contact information for the report. |
| Contact Name | This control is required. It displays the name of the contact for the report. The name can be 1-64 characters. |
| Contact Phone | This control is required. It displays the phone number of the contact for the report. The number must be 10 numeric characters. |
| Phone Extension | This control displays the extension for the contact phone number, if applicable. The extension can be 1-4 numeric characters. |
| Create File | This control indicates whether you want to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download dialog when the report is submitted. This dialog enables you to specify the file location and file type. |

Departments Tab

As the default visible tab of the "Illinois Unemployment Report" page, the "Departments" tab enables users to specify the departments to include on the report. This tab is shown as the default under "Illinois Unemployment Report" on page 2-6.

Departments Tab Entry Control Descriptions

Table 2.7 "Illinois Unemployment Report" Benefit Groups Tab Controls

| Control | Description |
|------------------------|---|
| Available Departments | This control displays all departments to which the user has authority. Users may use Ctrl+Click to select multiple departments or Shift+Click to select a range of departments. |
| Selected Department(s) | This control displays all departments that have been selected to include on the listing. At least one department must be selected. Users may use Ctrl+Click to select multiple departments or Shift+Click to select a range of departments. |

Departments Tab Command Buttons

Table 2.8 "Illinois Unemployment Report" Departments Tab Command Buttons

| Button | Description |
|---------|--|
| Add | This button moves all departments in the <i>Available Department(s)</i> multi-select textbox to the <i>Selected Department(s)</i> multi-select textbox. If no departments are listed in the <i>Available Department(s)</i> multi-select textbox, the Add command button is disabled. |
| Add All | This button moves all benefit groups from the <i>Available Department(s)</i> multi-select textbox to the <i>Selected Department(s)</i> multi-select textbox. If no departments are listed in the <i>Available Department(s)</i> multi-select textbox, the Add All command button is disabled. |



Table 2.8 "Illinois Unemployment Report" Departments Tab Command Buttons (continued)

| Button | Description |
|------------|---|
| Remove | This button moves all selected departments from the Selected Department(s) multi-select textbox to the Available Department(s) multi-select textbox. If no departments are listed in the Selected Department(s) multi-select textbox, the Remove command button is disabled. |
| Remove All | This button moves all departments from the Selected Department(s) multi-select textbox to the Available Department(s) multi-select textbox. If no departments are listed in the Selected Department(s) multi-select textbox, the Remove All command button is disabled. |

Hour Codes Tab

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



Hour Codes Tab Control Descriptions

Table 2.9 "Illinois Unemployment Report" Hour Codes Tab Controls

| Control | Description |
|----------------------|---|
| Available Hour Codes | 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 Codes | 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 2.10 "Illinois Unemployment Report" Hour Codes Tab Command Buttons

| Button | Description |
|---------|--|
| Add | This button moves all selected hour codes in the Available Hour Code(s) multi-select textbox to the Selected Hour Code(s) multi-select textbox. If no hour codes are listed in the Available Hour Code(s) 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. |



Table 2.10 "Illinois Unemployment Report" Hour Codes Tab Command Buttons (continued)

| Button | Description |
|------------|--|
| 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 2.11 "Illinois Unemployment Report" Command Buttons

| Button | Description |
|---------|---|
| Submit | Based on the preferences selected in the <i>Send to myReports</i> and <i>Create File</i> controls, this button automatically sends the "Illinois Unemployment Report" to myReports or opens a standard Microsoft File Download dialog. This dialog enables you to specify the file location and file type. |
| 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. |
| 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. |

Submitting the Illinois Unemployment Report

Use this procedure to submit the "Illinois Unemployment Report" to myReports.

- Select the report from the Human Resources > State Requirements > IL > Unemployment Report menu. The "Illinois Unemployment Report" page displays.
- 2 Complete the controls for the report you selected as detailed in "Entry Control Descriptions" on page 2-6.
- **3** From the "Benefit Groups Tab" on report page, select the benefit group(s) to include on the report. At least one benefit group is required. To select benefit groups:
 - a. Highlight the benefit group you want to select in the *Available Benefit Group(s)* multiselect textbox.

NOTE: You can use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.



b. Click the **Add** button.

-OR-

Click the **Add All** button to select all benefit groups in the *Available Benefit Group(s)* multi-select textbox.

- 4 Select the "Hour Codes Tab" on the report page; then select the hour code(s) to include on the report. At least one hour code is required. To select hour codes:
 - a. Highlight the hour codes you want to select in the *Available Hour Code(s)* multi-select textbox.

NOTE: You can use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.

b. Click the Add button.

-OR-

Click the **Add All** button to select all hour codes in the *Available Hour Code(s)* multiselect textbox.

5 Click the Submit button.

The report is automatically sent to **myReports**. For more information on retrieving and printing reports, please refer to Chapter 3, "Procedures."

Report Output

Generated via the "Illinois Unemployment Report" page, the report provides users with unemployment information. Use this report as a guide for preparing the Illinois Unemployment Report. Data on the report is sorted by *Employee*. A sample report appears below.

| New World County IL Unemployment Report | | | | | |
|--|---------------------------|---------------|-----------|---------------|--------------|
| SSN I | Employee | Quarter Gross | YTD Gross | Taxable Gross | Excess Gross |
| | | | | | |
| 939-52-5400 | Abbas, Tina Marie | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-22-6277 | ADAMS, Kathleen M | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-58-5277 | Alberts, Jill E | 1,147.36 | 3,953.06 | 1,147.36 | 0.00 |
| 939-57-1888 | Alderks, James T. | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-89-7044 | Alongi, Jennifer R. | 3,225.00 | 3,877.00 | 3,225.00 | 0.00 |
| 939-27-5899 | Anchondo, James Richard | 1,311.00 | 4,317.00 | 1,311.00 | 0.00 |
| 939-51-5299 | Arjes, Debra Lynn | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-23-6611 | Armour, Renee L. | 1,343.37 | 5,061.80 | 1,343.37 | 0.00 |
| 939-57-4288 | ARN, Daniel B | 600.00 | 1,300.00 | 600.00 | 0.0 |
| 939-95-4611 | Arn, Gregory A | 437.05 | 1,748.27 | 437.05 | 0.00 |
| 939-20-5411 | Ashby, Jennifer Christine | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-39-6499 | Ashley, Timothy M. | 1,534.20 | 5,099.31 | 1,534.20 | 0.00 |
| 939-31-4099 | Aurand, Virginia A | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-87-6844 | Bailey, Sarah L. | 936.00 | 1,238.00 | 936.00 | 0.00 |
| 939-95-9611 | Bajon, Benett Lewis | 2,263.44 | 5,901.93 | 2,263.44 | 0.0 |
| 939-32-6699 | Baker, Bradley David | 8,628.84 | 25,229.16 | 0.00 | 8,628.8 |
| 949-32-0899 | Balser, Thomas P. | 0.00 | 0.00 | 0.00 | 0.0 |
| 939-11-2611 | Bauer, Gerald D | 0.00 | 0.00 | 0.00 | 0.00 |
| 939-59-5044 | Beitel, Patricia K | 854.17 | 2,018.94 | 854.17 | 0.00 |
| 939-67-5899 | Beitel, Sandra G | 159.68 | 318.81 | 159.68 | 0.00 |
| 939-33-3266 | Bessert, Carol Jean | 7,455.89 | 22,825.71 | 0.00 | 7,455.89 |
| 939-92-4800 | Bicksler, Jeannifer L. | 4,034.34 | 10,091.40 | 942.94 | 3,091.40 |
| 939-94-6877 | Bielema, Kimberly | 4,833.15 | 14,966.14 | 0.00 | 4,833.16 |



Report Fields

Table 2.12 "Illinois Unemployment Report" Fields

| Column | Description |
|---------------|---|
| SSN | This column displays the Social Security Number of the employee. |
| Employee | This column displays the name of the employee. |
| Quarter Gross | This column displays the gross earnings of the employee for the selected quarter. |
| YTD Gross | This column displays the year-to-date gross earnings of the employee for the selected year. |
| Taxable Gross | This column displays the taxable gross earnings of the employee for the selected year. |
| Excess Gross | This column displays the excess gross earnings of the employee for the selected year. |

Reports Illinois Unemployment Report



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 2, "Reports."



Saving Report Settings

Use this procedure to save report settings for future use.

- 1 From the **Human Resources** > **State Requirements** > **IL** > [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 2, "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.

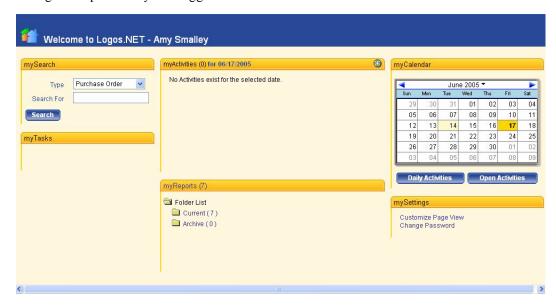
- 1 From the **Human Resources** > **State Requirements** > **IL** > [Report Name] menu, select the report for which you want to load a saved report. The report page displays.
- 2 Select the name of the previously saved report template, from the *Load Saved Report* control.
 - The controls update to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

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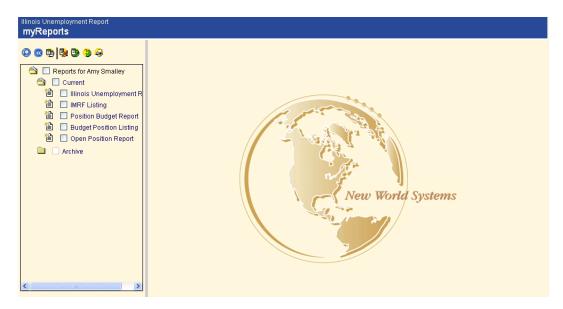
Printing a Report

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



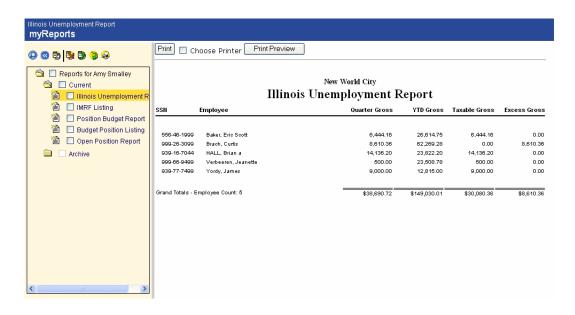


When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:





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.