Logos®.NET

Public Administration Software

Louisiana State Requirements

New World Systems®
The Public Sector Software Company

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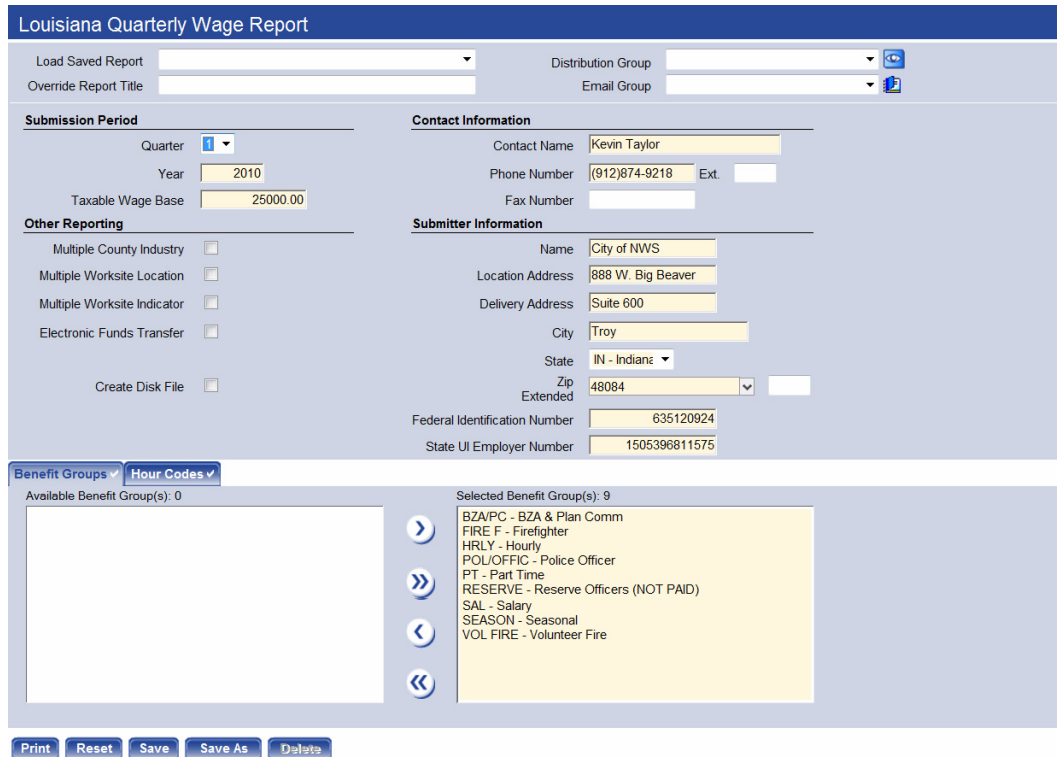
1

REPORTS

Overview

This chapter provides detailed window and field information for Louisiana 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.state.la.us

1   "Louisiana Quarterly Wage Report" on page 1-2 allows authorized users to select the information that appears on the Louisiana Quarterly Wage Report and submit it to **myReports**.

2   "Louisiana PERS Report" on page 1-6 allows authorized users to select the information that appears on the Louisiana PERS Report and submit it to **myReports**.

3   "Louisiana LSPRF Report" on page 1-10 allows authorized users to select the information that appears on the Louisiana LSPRF Report and submit it to **myReports**.

4   "Louisiana MPERS Report" on page 1-14 allows authorized users to select the information that appears on the Louisiana MPERS Report and submit it to **myReports**.

5   "Louisiana MERS Report" on page 1-17 allows authorized users to select the information that appears on the Louisiana MERS Report and submit it to **myReports**.

6   "Louisiana FRS Report" on page 1-20 allows authorized users to select the information that appears on the Louisiana FRS Report and submit it to **myReports**.

Louisiana Quarterly Wage Report

The "Louisiana Quarterly Wage Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > Quarterly Wage Report**), enables authorized users to select the information that appears on the Louisiana 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 3, "Procedures."

Entry Control Descriptions

Table 1.1 "Louisiana Quarterly Wage Report" Fields

Control	Description
Load Saved Report	This field 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>.
Override Report Title	This field contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This field identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
Email Group	A group of people selected to receive the report by e-mail. Click in the field to select from a list of existing groups. To create a new e-mail group, click the icon displayed to the right of the field.
Submission Period	This section groups submission period information for the report.

Table 1.1 "Louisiana Quarterly Wage Report" Fields (continued)

Control	Description
Quarter	This field 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 field enables you to specify the year for which you want to run the report. This field is required. The current year is the default.
Taxable Wage Base	This field is required. Enter the amount of annual wages that are taxable for unemployment insurance.
Contact Information	This section groups contact information for the report.
Contact Name	This field is required. Enter the name of the person to contact with questions or concerns about the quarterly wage information.
Phone Number, Ext.	Enter the contact person's phone number. This field is required and must contain ten digits. If applicable, you may enter a phone extension number in the Ext. field.
Fax Number	This field contains the contact person's fax number.
Other Reporting	This section groups other reporting information.
Multiple County Industry	Check this box if you have employees in more than one county or industry and have chosen to submit Form BLS 3020 via magnetic media.
Multiple Worksite Location	Check this box if this report will include employees who work at more than one location within the same county and if you have chosen to submit Form BLS 3020 via magnetic media.
Multiple Worksite Indicator	Check this box if multiple worksite data will be included on wage reporting magnetic media in lieu of Form BLS 3020.
Electronic Funds Transfer	Check this box if you participate in the electronic funds transfer of quarterly UI payroll taxes.
Create Disk File	Check this box to generate a transmittal file of Louisiana quarterly wage data and send it to *myReports*.
Submitter Information	This section groups information on the submitter of the report.
Name	
Location Address	
Delivery Address	All fields are required.
City	
State	
Zip, Extended	The *Zip* field is required.
Federal Identification Number	This field is required.
State UI Employment Number	This field is required.
Available Benefit Groups and Hours Codes	These tabs display all benefit group and hours codes to which the user has authority. Users may use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.
Selected Benefit Groups and Hours Codes	These tabs display all benefit group and hours codes that have been selected to include on the listing. At least one code must be selected from each tab. Users may use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.

Benefit Group and *Hours Codes Tab Command Buttons*

Table 1.2 "Louisiana Quarterly Wage Report" Benefit Group and Hours Codes Tab Command Buttons

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

Command Buttons

Table 1.3 "Louisiana Quarterly Wage Report" Command Buttons

Button	Description
Submit	This button generates a PDF of the "Louisiana PERS Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*.
Reset	This button updates the page and sets the data in the fields 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 *Quarter* field. 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 *Quarter* field. 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 *Quarter* field. 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 fields are cleared, and the cursor focus is placed in the *Quarter* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana Quarterly Wage Report" page, the report provides users with information for quarterly unemployment insurance wage reporting. Use this report as a guide for preparing the Louisiana Quarterly Wage Report. A sample report appears below. The report is sorted alphabetically by *Employee* name and includes a count of employees and a sum of each wage column at the end of the report.

Report Fields

Table 1.4   "Louisiana Quarterly Wage Report" Fields

Column	Description
Employee	This column displays the name of the employee.
SSN	This column displays the Social Security Number of the employee.
Quarterly Wages	This column displays the employee's total wages for the quarter.
YTD Wages	This column displays the employee's total wages for the year to date.
Excess Wages	This column displays the employee's wage amount that is over the amount taxed for unemployment insurance.
Hire Date	This column displays the date the employee was hired.
Termination Date	This column displays the employee was terminated.

Louisiana PERS Report

The "Louisiana PERS Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > PERS Report**), allows authorized users to generate the Louisiana PERS Report. For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."

Entry Field Descriptions

Table 1.5   "Louisiana PERS Report" Fields

field	Description
Load Saved Report	This field 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>.
Override Report Title	This field contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This field identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
Email Group	A group of people selected to receive the report by e-mail. Click in the field to select from a list of existing groups. To create a new e-mail group, click the icon displayed to the right of the field.

Table 1.5 "Louisiana PERS Report" Fields (continued)

field	Description
From Check Date To Check Date	These fields are required. They contain the first and last check dates of the date range covered in the report. 📋 **NOTE:** *The report output will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the From Check Date and To Check Date.*
Employees Per Page	This field identifies the maximum number of employees to include on each page of the report.
Create Disk File	This check box 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. Determines whether a transmittal file will be generated with the report. Check this box to generate the file.
Available Benefit Groups, Deductions and Benefits	These tabs display all benefit group, deduction and benefit codes to which the user has authority. Users may use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.
Selected Benefit Groups, Deductions and Benefits	These tabs display all benefit group, deduction and benefit codes that have been selected to include on the listing. At least one code must be selected from each tab. Users may use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.

Benefit Group, Deduction and Benefit Code Command Buttons

Table 1.6 "Louisiana PERS Report" Benefit Group, Deduction and Benefit Command Buttons

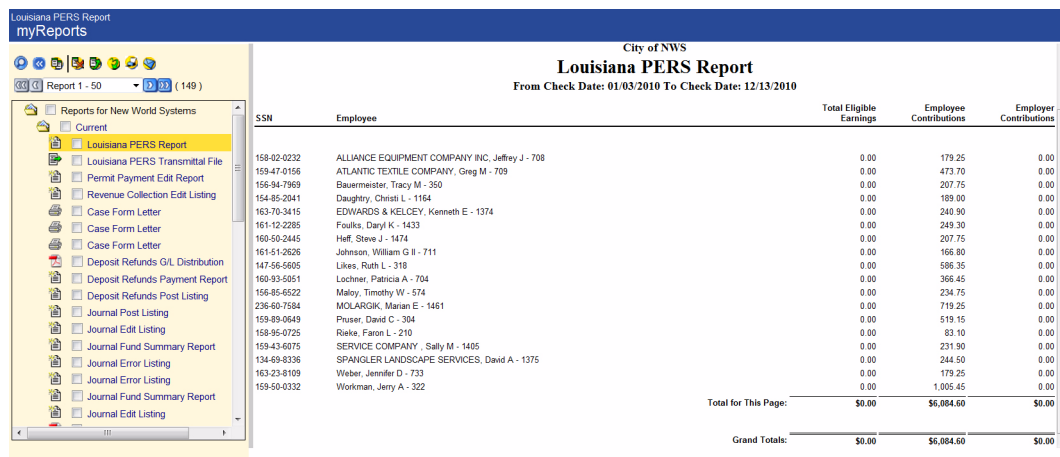| Button	Description
Add	This button moves all selected codes in the *Available* multi-select textbox to the *Selected* multi-select textbox. If no codes are listed in the *Available* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all codes from the *Available*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

Command Buttons

Table 1.7   "Louisiana PERS Report" Command Buttons

Button	Description
Print	This button generates a PDF of the "Louisiana PERS Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*.
	The PDF and transmittal file will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the *From Check Date* and *To Check Date*.
Reset	This button updates the page and sets the data in the fields 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 Check Date* field. 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 Check Date* field. 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 *From Check Date* field. 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 fields are cleared, and the cursor focus is placed in the *From Check Date* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana PERS Report" page, the report provides users with information detailing wages and contributions that fall within the date range selected. A sample report appears below.

Report Fields

Table 1.8   "Louisiana PERS Report" Fields

Column	Description
Employee	This column displays the employee's name.
Total Eligible Earnings	This column displays the sum of eligible wage earnings for the date range selected.
Employee Contributions	This column displays the amount of the employee's contribution.
Employer Contributions	This column displays the amount of the employer's contribution.

Louisiana LSPRF Report

The "Louisiana LSPRF Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > LSPRF Report**), allows authorized users to generate a report and transmittal file of retirement contributions data for a selected range of check dates. The transmittal file is sent to the Louisiana Sheriffs' Pension and Relief Fund (LSPRF) Retirement System.

Print permissions for the security component, *Louisiana LSPRF Report*, are required to view the page and print the report.

Entry Field Descriptions

Table 1.9   "Louisiana LSPRF Report" Fields

field	Description
Submission Period	This section groups submission period information for the report.
From Check Date	Required. Time period for which retirement contributions data is captured. You may use the calendar prompt 🔲 to select the dates or the common dates prompt 🔲 to
To Check Date	select from a list of common dates, such as *This Week*, *This Month*, *Last Month*, etc.
Create Disk File	Determines whether a transmittal file of the same retirement contributions data will be generated with the report and sent to *myReports*. Check this box to generate the file.

Use the multi-select list boxes located on the bottom-half of the page to select the benefit group, deduction and benefit codes to be used in generating the report.

The list box on the left is populated with all available codes. In this box, select the code(s) that are tied to the employees you want the report to include, and click the **Add** button ⟩ to move your selections to the list box on the right. To move the entire list of available codes, click the **Add All** button ⟫.

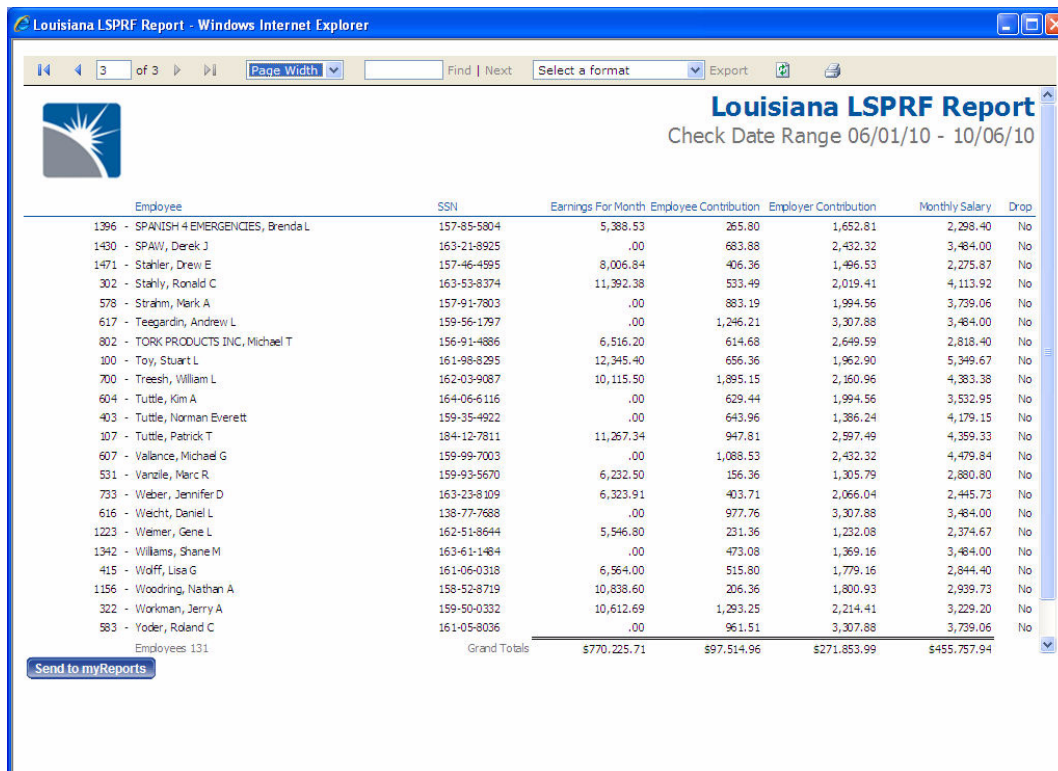Select at least one benefit group code, one deduction code and one benefit code.

Command Buttons

Table 1.10 "Louisiana LSPRF Report" Command Buttons

Button	Description
Print	This button generates a PDF of the "Louisiana LSPRF Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*.
	The PDF and transmittal file will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the *From Check Date* and *To Check Date*.
Reset	This button updates the page and sets the data in the fields 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 Check Date* field. 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 Check Date* field. 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 *From Check Date* field. 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 fields are cleared, and the cursor focus is placed in the *From Check Date* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana LSPRF Report" page, a sample Louisiana
LSPRF Report appears below.

Report Fields

Table 1.11 "Louisiana LSPRF Report" Fields

Column	Description
Employee	This column displays the employee's name.
SSN	This column displays the Social Security Number of the employee.
Earnings for Month	Of the deductions and benefits selected, this column displays the sum of the highest gross amounts for each payment (unique pay batch/separate check code combination).
Employee Contribution	This column displays the sum of the amounts for all deductions selected within the check date range selected.
Employer Contribution	This column displays the sum of the amounts for all benefits selected within the check date range selected.
Monthly Salary	This column displays the Projected Annual Salary (from the bottom-left corner of the employee's primary Department) divided by 12.
Drop	This column displays a Yes or No (Yes if the employee's termination date falls within the check date range).
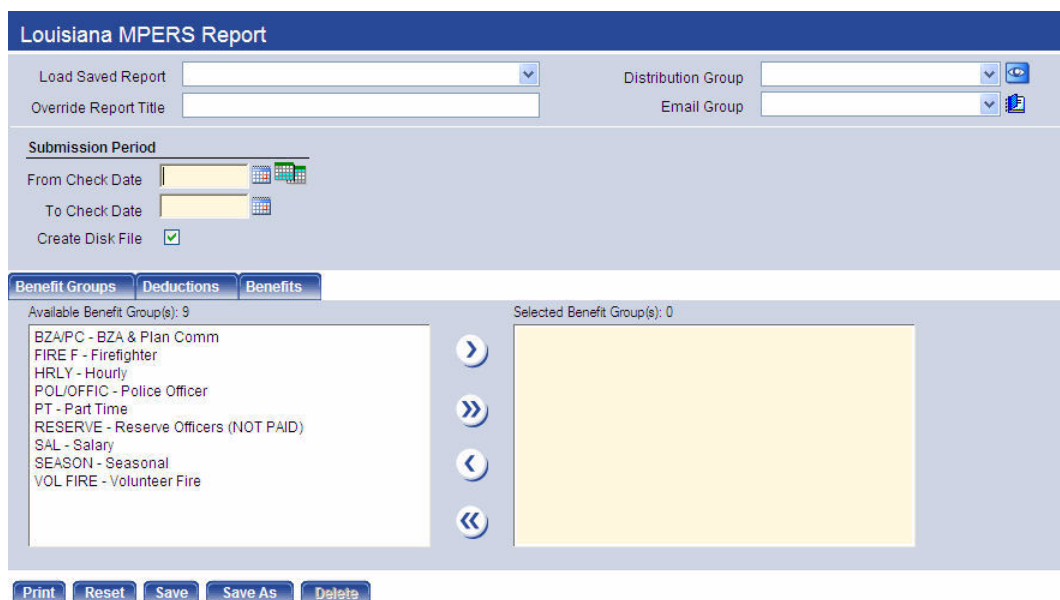
The output concludes with a total employee count and a grand total for each column.

Louisiana MPERS Report

The "Louisiana MPERS Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > MPERS Report**), allows authorized users to generate a report and transmittal file of retirement contributions data for a selected range of check dates. The transmittal file is sent to the Louisiana Municipal Police Employees' Retirement System.

Print permissions for the security component, *Louisiana MPERS Report*, are required to view the page and print the report.

Entry Field Descriptions

Table 1.12 "Louisiana MPERS Report" Fields

field	Description
Submission Period	This section groups submission period information for the report.
From Check Date *To Check Date*	Required. Time period for which retirement contributions data is captured. You may use the calendar prompt to select the dates or the common dates prompt to select from a list of common dates, such as **This Week**, **This Month**, **Last Month**, etc.
Create Disk File	Determines whether a transmittal file of the same retirement contributions data will be generated with the report and sent to *myReports*. Check this box to generate the file.

Use the multi-select list boxes located on the bottom-half of the page to select the benefit group, deduction and benefit codes to be used in generating the report.

The list box on the left is populated with all available codes. In this box, select the code(s) that are tied to the employees you want the report to include, and click the **Add** button ⟩ to move your selections to the list box on the right. To move the entire list of available codes, click the **Add All** button ⟫.

Select at least one benefit group code, one deduction code and one benefit code.

After making your selections, click **Print** to generate and display the report in SSRS format. If you checked the *Create Disk File* box, a transmittal file of the report data also will be sent to *myReports*. If you want to submit a PDF of the report data to *myReports*, click the **Send to myReports** button, located at the bottom of the report display.

To update the Louisiana MPERS Report page and set the field selections to what they were when the report last was run, click the **Reset** button.

Command Buttons

Table 1.13 "Louisiana MPERS Report" Command Buttons

Button	Description
Print	This button generates a PDF of the "Louisiana MPERS Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*.
	The PDF and transmittal file will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the *From Check Date* and *To Check Date*.
Reset	This button updates the page and sets the data in the fields 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 Check Date* field. 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 Check Date* field. 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 *From Check Date* field. 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 fields are cleared, and the cursor focus is placed in the *From Check Date* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana MPERS Report" page, a sample Louisiana MPERS Report appears below.

Report Fields

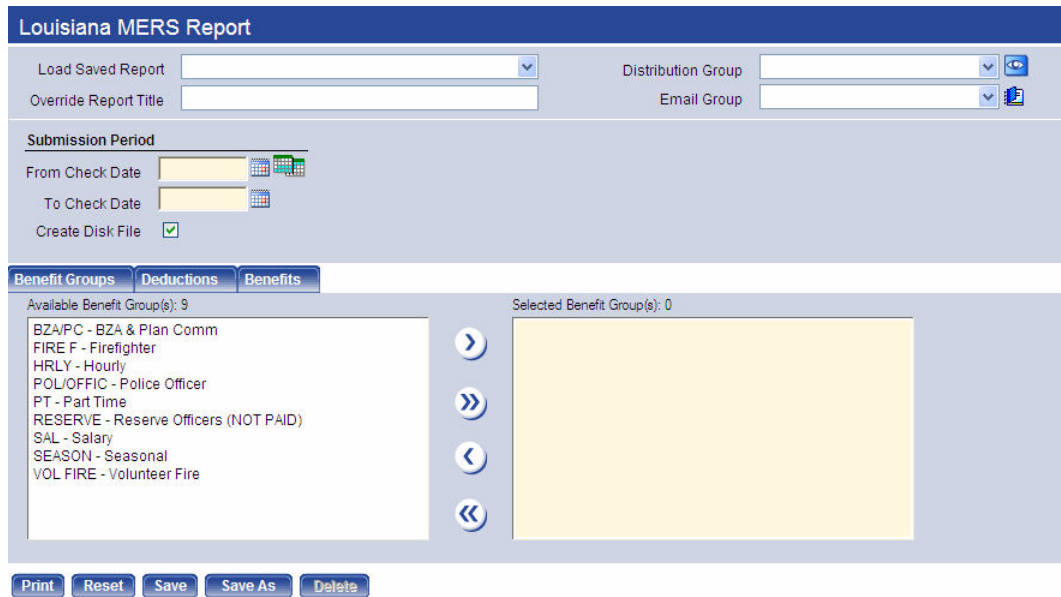**Table 1.14** "Louisiana MPERS Report" Fields

Column	Description
Employee	This column displays the employee's name.
SSN	This column displays the employee's social security number.
Earnings for Month	Of the deductions and benefits selected, this column displays the sum of the highest gross amounts for each payment (unique pay batch/separate check code combination).
Employee Contribution	This column displays the sum of the amounts for all deductions selected within the check date range selected.
Employer Contribution	This column displays sum of the amounts for all benefits selected within the check date range selected.

The output concludes with a total employee count and a grand total for each column.

Louisiana MERS Report

The "Louisiana MERS Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > MERS Report**), allows authorized users to generate a report and transmittal file of retirement contributions data for a selected range of check dates. The transmittal file is sent to the Louisiana Municipal Employees' Retirement System.

Print permissions for the security component, *Louisiana MERS Report*, are required to view the page and print the report.

Entry Field Descriptions

Table 1.15 "Louisiana MERS Report" Fields

field	Description
Submission Period	This section groups submission period information for the report.
From Check Date *To Check Date*	Required. Time period for which retirement contributions data is captured. You may use the calendar prompt ▦ to select the dates or the common dates prompt ▦ to select from a list of common dates, such as *This Week*, *This Month*, *Last Month*, etc.
Create Disk File	Determines whether a transmittal file of the same retirement contributions data will be generated with the report and sent to *myReports*. Check this box to generate the file.

Use the multi-select list boxes located on the bottom-half of the page to select the benefit group, deduction and benefit codes to be used in generating the report.

The list box on the left is populated with all available codes. In this box, select the code(s) that are tied to the employees you want the report to include, and click the **Add** button ⟩ to move your selections to the list box on the right. To move the entire list of available codes, click the **Add All** button ⟫.

Select at least one benefit group code, one deduction code and one benefit code.

After making your selections, click **Print** to generate and display the report in SSRS format. If you checked the *Create Disk File* box, a transmittal file of the report data also will be sent to *myReports*. If you want to submit a PDF of the report data to *myReports*, click the **Send to myReports** button, located at the bottom of the report display.

To update the Louisiana MERS Report page and set the field selections to what they were when the report last was run, click the **Reset** button.

Command Buttons

Table 1.16 "Louisiana MERS Report" Command Buttons

Button	Description
Print	This button generates a PDF of the "Louisiana MERS Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*. The PDF and transmittal file will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the *From Check Date* and *To Check Date*.
Reset	This button updates the page and sets the data in the fields 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 Check Date* field. 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 Check Date* field. 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 *From Check Date* field. 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 fields are cleared, and the cursor focus is placed in the *From Check Date* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana MERS Report" page, a sample Louisiana
MERS Report appears below.

Report Fields

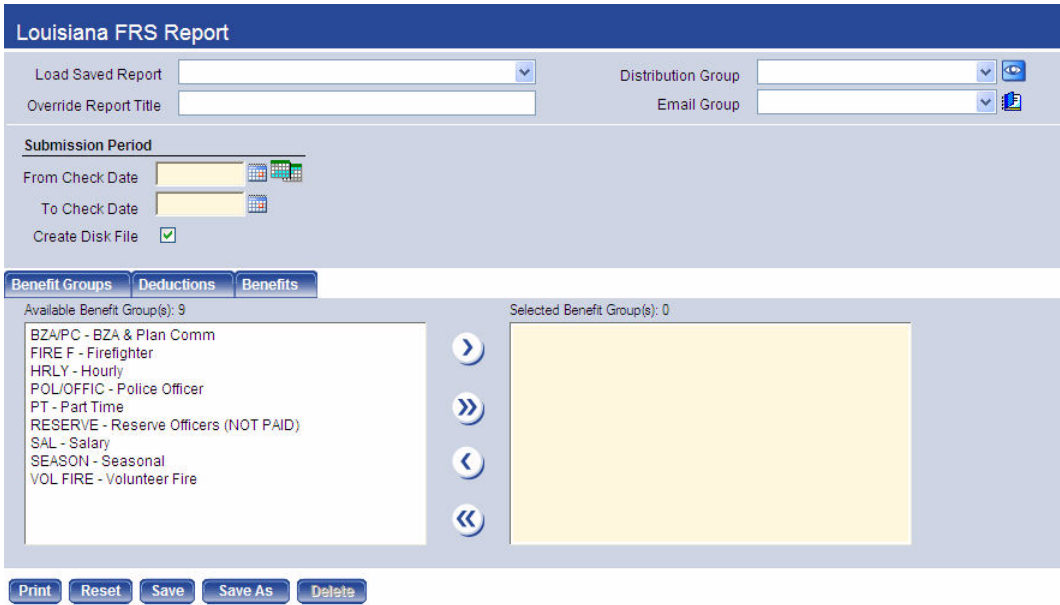**Table 1.17** "Louisiana MERS Report" Fields

Column	Description
Employee	This column displays the employee's name.
SSN	This column displays the employee's social security number.
Employee Salary	Of the deductions and benefits selected, this column displays the sum of the highest gross amounts for each payment (unique pay batch/separate check code combination).
Employee Contribution	This column displays the sum of the amounts for all deductions selected within the check date range selected.
Employer Contribution	This column displays sum of the amounts for all benefits selected within the check date range selected.

The output concludes with a total employee count and a grand total for each column.

Louisiana FRS Report

The "Louisiana FRS Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > LA > FRS Report**), allows authorized users to generate a report and transmittal file of retirement contributions data for a selected range of check dates. The transmittal file is sent to the Louisiana Firefighters Retirement System.

Print permissions for the security component, *Louisiana FRS Report*, are required to view the page and print the report.

Entry Field Descriptions

Table 1.18 "Louisiana FRS Report" Fields

field	Description
Submission Period	This section groups submission period information for the report.
From Check Date *To Check Date*	Required. Time period for which retirement contributions data is captured. You may use the calendar prompt to select the dates or the common dates prompt to select from a list of common dates, such as *This Week*, *This Month*, *Last Month*, etc.
Create Disk File	Determines whether a transmittal file of the same retirement contributions data will be generated with the report and sent to *myReports*. Check this box to generate the file.

Use the multi-select list boxes located on the bottom-half of the page to select the benefit group, deduction and benefit codes to be used in generating the report.

The list box on the left is populated with all available codes. In this box, select the code(s) that are tied to the employees you want the report to include, and click the **Add** button ⟩ to move your selections to the list box on the right. To move the entire list of available codes, click the **Add All** button ⟫.

Select at least one benefit group code, one deduction code and one benefit code.

After making your selections, click **Print** to generate and display the report in SSRS format. If you checked the *Create Disk File* box, a transmittal file of the report data also will be sent to *myReports*. If you want to submit a PDF of the report data to *myReports*, click the **Send to myReports** button, located at the bottom of the report display.

To update the Louisiana FRS Report page and set the field selections to what they were when the report last was run, click the **Reset** button.

Command Buttons

Table 1.19 "Louisiana FRS Report" Command Buttons

Button	Description
Print	This button generates a PDF of the "Louisiana FRS Report" and, if you checked the *Create Disk File* box, a transmittal file of the same information and sends both to *myReports*.
	The PDF and transmittal file will include all benefits, deductions and earnings from pay batches with check dates that fall between, and include, the *From Check Date* and *To Check Date*.
Reset	This button updates the page and sets the data in the fields 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 Check Date* field. 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 Check Date* field. 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 *From Check Date* field. 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 fields are cleared, and the cursor focus is placed in the *From Check Date* field. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Louisiana FRS Report" page, a sample Louisiana FRS Report appears below.

Report Fields

Table 1.20 "Louisiana FRS Report" Fields

Column	Description
Employee	This column displays the employee's name.
SSN	This column displays the employee's social security number.
Employee Salary	Of the deductions and benefits selected, this column displays the sum of the highest gross amounts for each payment (unique pay batch/separate check code combination).
Employee Contribution	This column displays the sum of the amounts for all deductions selected within the check date range selected.
Employer Contribution	This column displays sum of the amounts for all benefits selected within the check date range selected.

The output concludes with a total employee count and a grand total for each column.

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 > LA >** [Report Name] menu, select the report for which you want to save report settings. The report page displays.

2   Complete the fields for the report you selected as detailed in Chapter 1, "Reports."

3   Click the **Save** button to automatically save changes to an existing report template.

-OR-

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

4   Enter a unique name for the report template in the *Report Name* field.

5   If this report template is to be available for all users, check the *Share with All Users* box.

6   Click **OK**.

The report settings are now saved for future use. For more information on loading a saved 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** > **LA** > [Report Name] menu, select the report for which you want to load a saved report. The report page displays.

2 From the *Load Saved Report* field, select the name of the previously saved report template.

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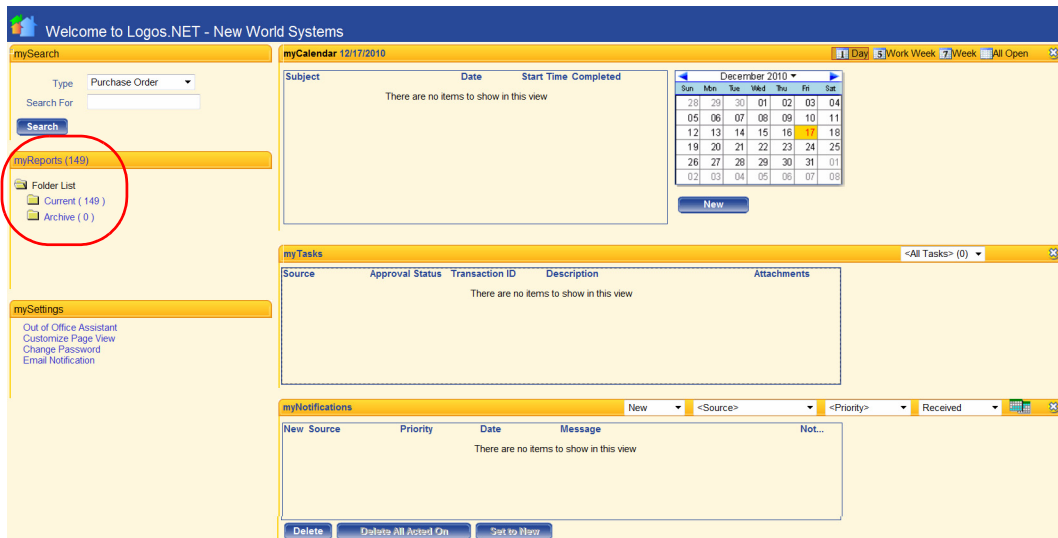
When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:

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.